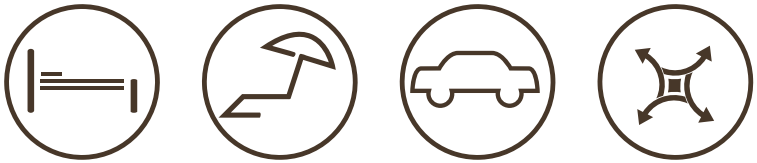
China Travel Mart
Wholesale Platform
• Hotels • Packages • Transfers
www.china-travelmart.com

CTM User Manual.

For Distributers



- Most competitive local rates
- Covering **150+** destinations worldwide
- **80,000+** hotels packages & transfers
- **500,000+**transactions annually
- Effective system with Real-time booking
- E-Booking, White Labeled XML API solution

China Travel Mart
Wholesale Platform
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China-travelmart.com | Powered by Century Holiday Travel Group

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China-travelmart.com | Powered by Century Holiday Travel Group

Company Information

Century Holiday International was established in 1997 in Shenzhen, the city full of hopes and aspirations. In 1999 the company was approved as an international travel agency by the Guangdong Provincial Tourism Bureau and in 2007 the company obtained the outbound travel agency qualification. The company is one of the earliest internationalized travel agencies in the travel industry in China and one of the nurtured companies by the Shenzhen Tourism Bureau.

Experiencing ups and downs over the past 20 years, Century Holiday has endured many challenges and also come across a lot of opportunities. Using market demand and core products integrated with international management concepts the company has now become one of the most competitive travel agencies in the travel industry.

Century Holiday now have more than 380 professional travel consultants and 480 licensed multilingual tour guides, team leaders and interpreters ready and waiting to assist you. We now organize trips for almost 10,000 groups each year, which generate nearly 200,000 happy customers from all over the world. What is more, we have branch offices in China's the most popular tourist destinations: Beijing, Shanghai, Guangzhou, Hong Kong, Macau, Zhuhai, Chengdu, Xi'an, Guilin, Kunming and also branch offices overseas. The scale of our business means competitive prices, high-level quality assurance, superior customer service, and the most up to date market information.

We are also the accredited member of Gray Line Worldwide, Pacific Asia Travel Association, International Air Transport Association, Hong Kong Association of Travel Agents, China Association of Travel Services and Travel Industry Council of Hong Kong. Our mission is to provide high quality services at competitive prices for both novices and seasoned travelers all over the world. We always use the 4P standard (Professional, Private, Personalized and Prompt) to inspire our services.

Introduction to China Tour Mart

Powered by Century Holiday Travel Group, China Tour Mart (CTM) is a leading Chinese travel wholesale platform and Chinese travel distributing one-stop shop. Combining nearly two decades of experience in the wholesale of hotel, and tour package, Century Holiday Travel Group has created a very effective streamline system sourcing from our exclusive suppliers both locally and globally. Taking these advantages, CTM now offers more than 500 unique tours covering most of the tourism destinations in China and providing more than 90,000 hotels, transfers and other travel services within China. CTM is Century Holiday's professional B2B trading platform and one of our leading services. The platform is currently used by over 3,800 travel agencies and can provide products in over 150 countries. With real-time booking and some of the best rates, CTM has generated more than 500,000 transactions in 2013.

§

I How to register?

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01 Go to the English version of our China Travel Mart homepage: www.china-travelmart.com and navigate your mouse to the top right-hand side of the screen and click "Register".

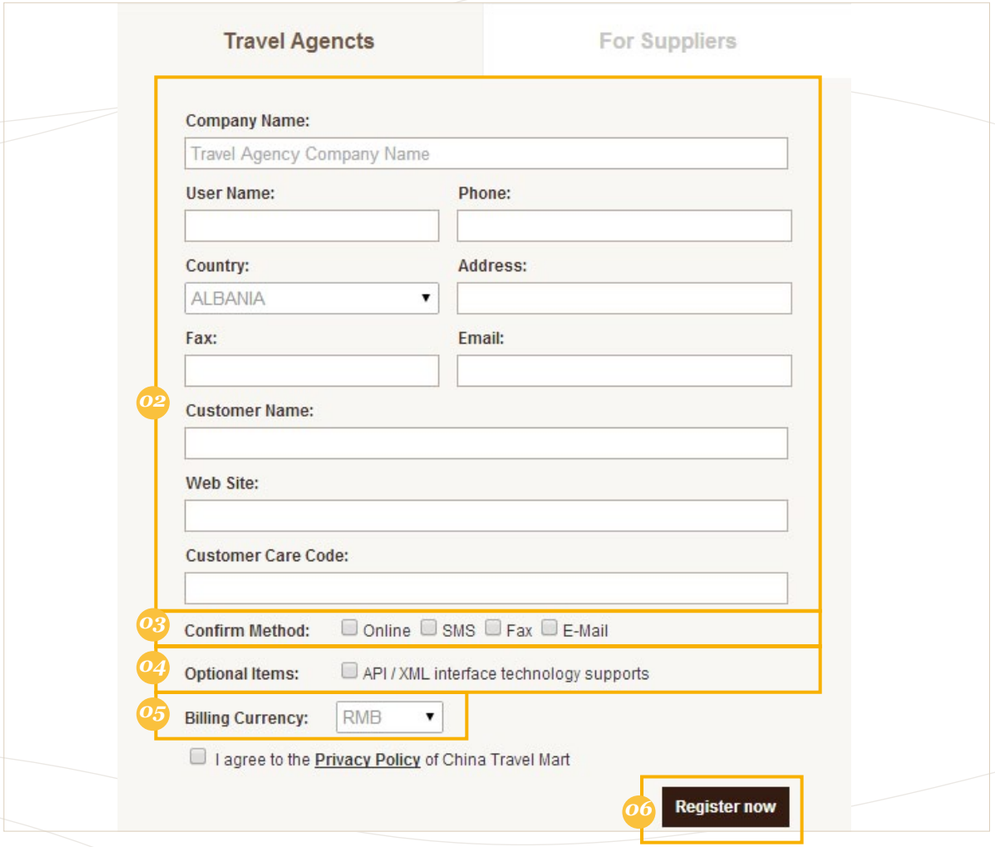
02 Fill in company information (Note: for the blank of "User Name", you can choose any username you want; for the blank of "Customer Name", please write down the name of the person who we can get in contact with, for the blank of "Customer Care Code", if you were not provided with that code, please leave it blank).

03 Select the confirm method for your future orders (after you place an order regarding our services on the CTM platform, we will confirm it with you with the method you preferred. For oversea clients, we suggest email as a convenient method).

04 The API / XML interface technology supports in "Optional Items" means that we provide white labeled XML feed option for travel agencies for their B2B and B2B2C initiatives.

05 Select "Billing Currency". The currency you selected here will be saved as your default currency. The price shown on our platform and the payment of purchases will adopt such currency. You can change it easily on your user homepage later.

06 Hit the "Register Now" button.



07 We will send you a confirmation letter to your email address. And we will verify your company's information and get back to you within one working day. If the registration is approved, we will send you an email containing your password for CTM account (Note: please fill in as many information as possible during the registration process to help us quicken the verification).

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II How to login?

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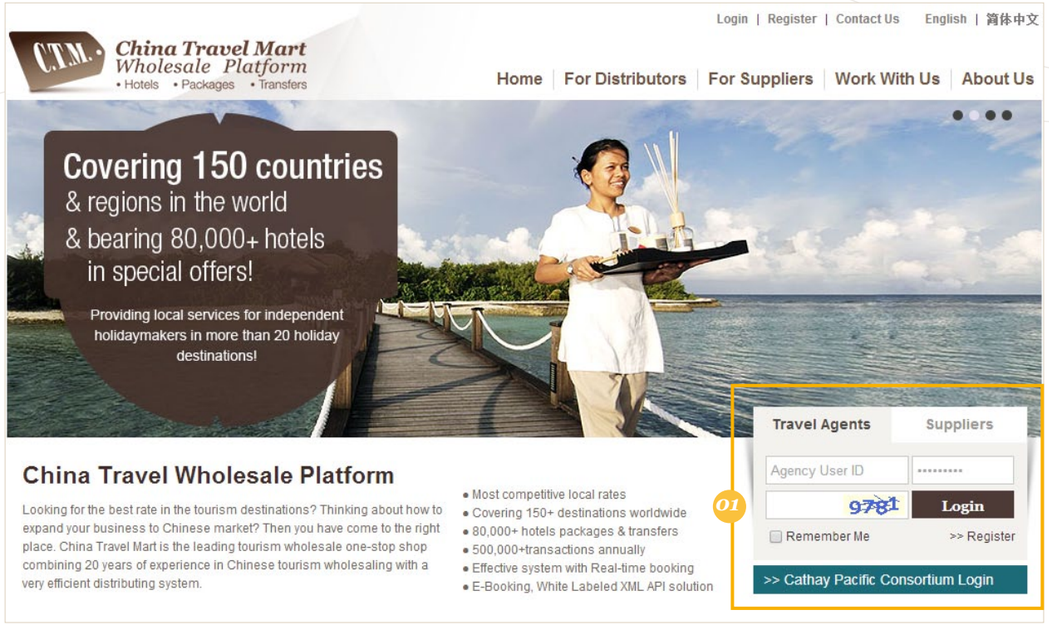
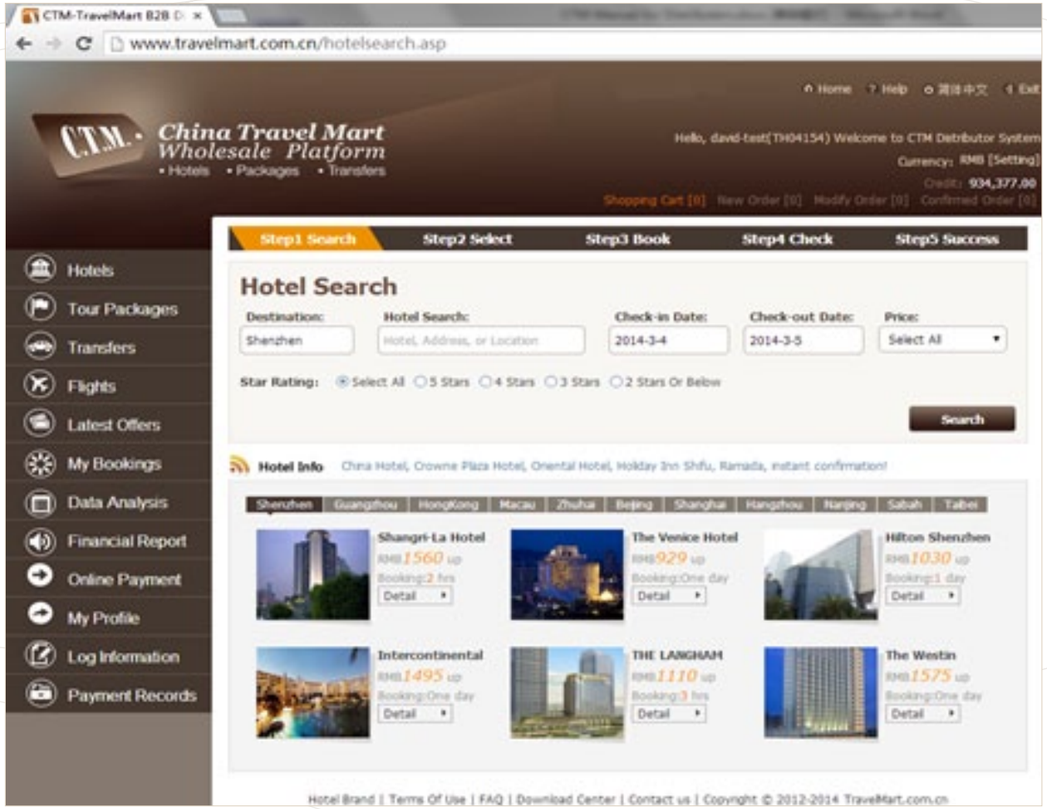
01 On our English version of the CTM homepage: www.china-travelmart.com, select "Travel Agents", then fill in your username and password.

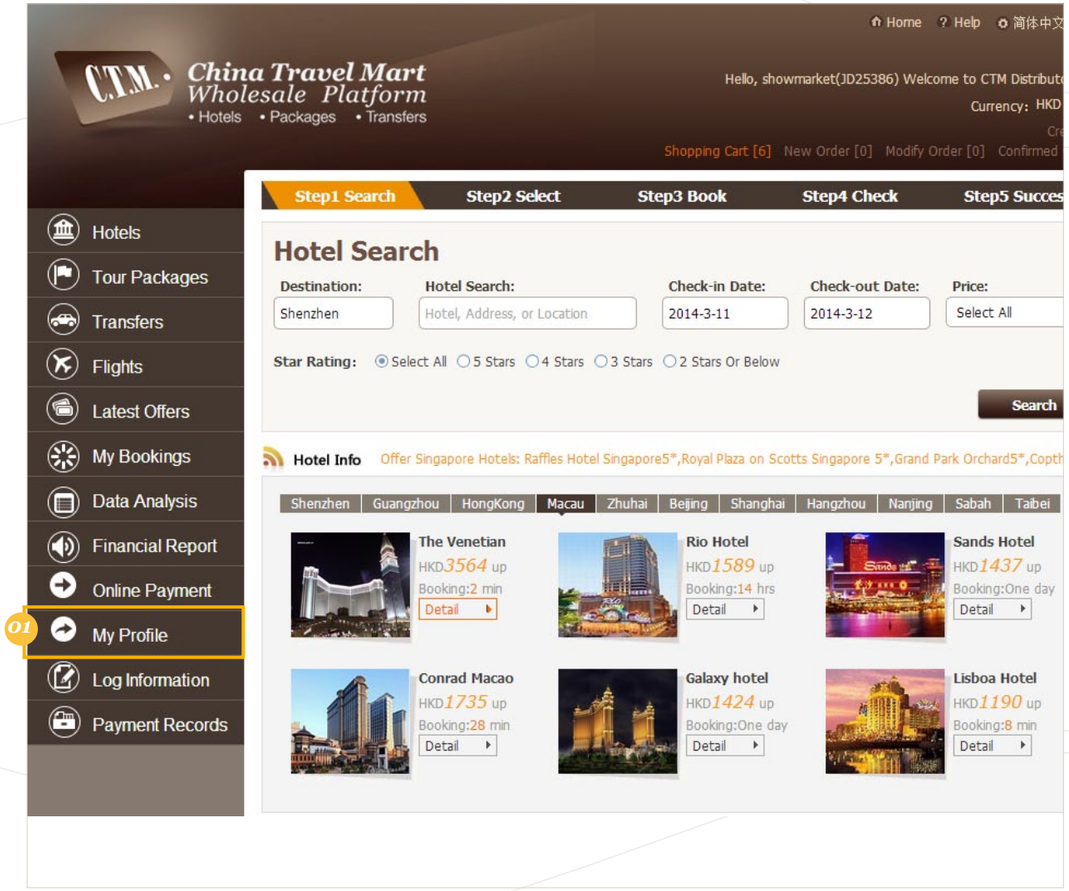

Login | Register | Contact Us English | 简体中文
China Travel Mart
Wholesale Platform
• Hotels • Packages • Transfers
Home For Distributors For Suppliers Work With Us About Us
Covering 150 countries
& regions in the world
& bearing 80,000+ hotels
in special offers!
Providing local services for independent holidaymakers in more than 20 holiday destinations!
Travel Agents
Suppliers
Agency User ID
9781
Login
Remember Me
>> Register
>> Cathay Pacific Consortium Login
01
China Travel Wholesale Platform
Looking for the best rate in the tourism destinations? Thinking about how to expand your business to Chinese market? Then you have come to the right place. China Travel Mart is the leading tourism wholesale one-stop shop combining 20 years of experience in Chinese tourism wholesaling with a very efficient distributing system.
• Most competitive local rates
• Covering 150+ destinations worldwide
• 80,000+ hotels packages & transfers
• 500,000+transactions annually
• Effective system with Real-time booking
• E-Booking, White Labeled XML API solution

02 After login, you will be directed to the user homepage.

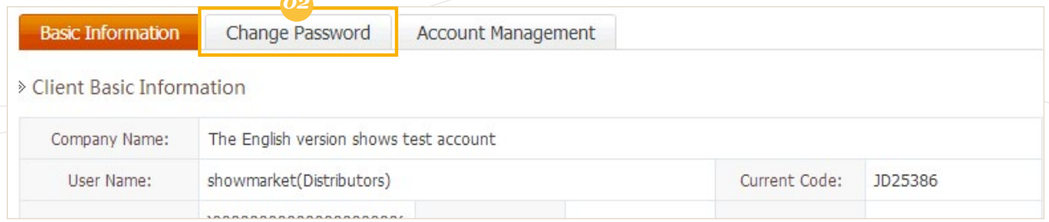


How to change the default password

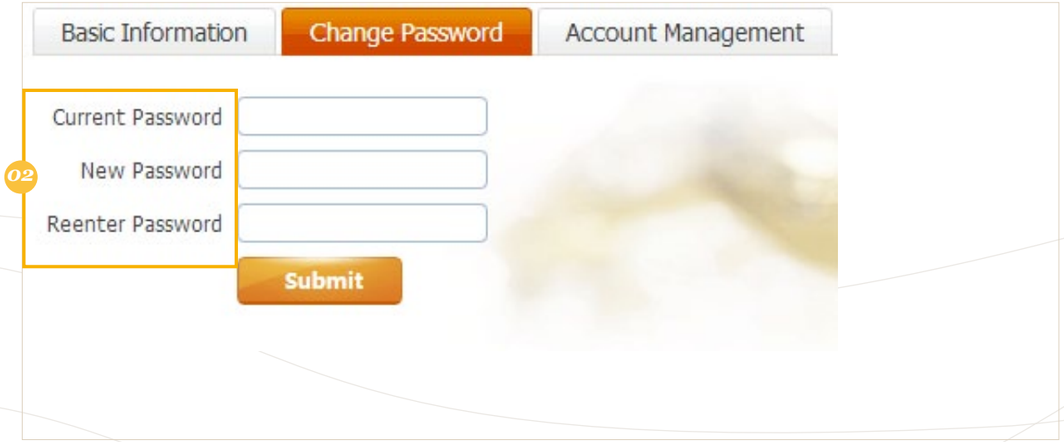
01 In your account homepage, on the left-hand side of the screen, find "My Profile" and click it.



02 Click "Change Password".



03 Enter the current password, then enter the new password of your choice, and then confirm the new password by reentering it.



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IV

How to create a sub account?

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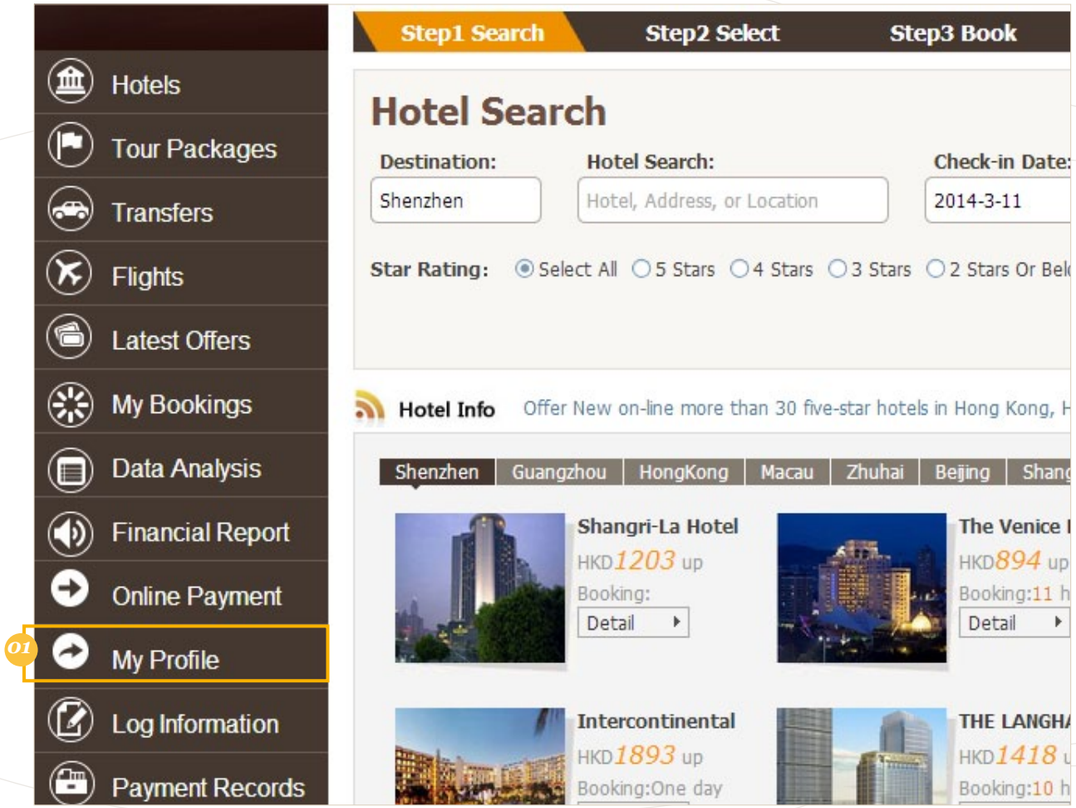
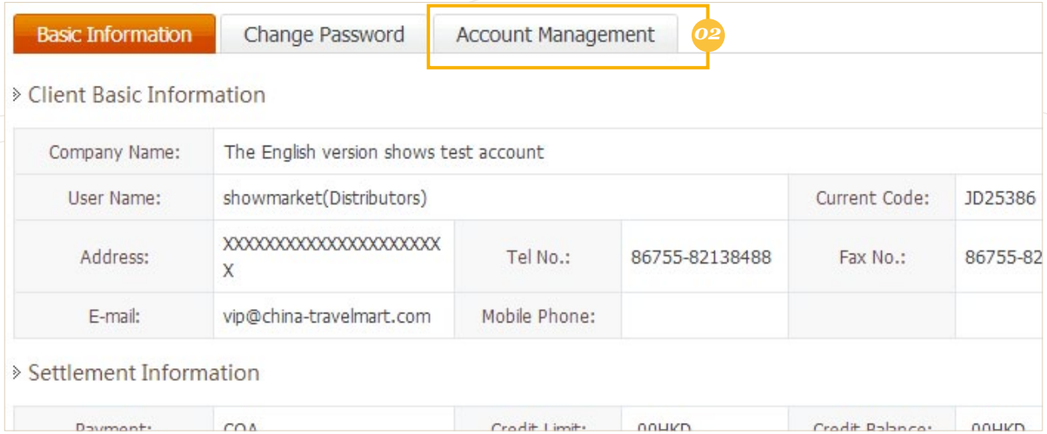
To facilitate your work, each CTM account can create up to five sub accounts. You can modify which functions the sub accounts have access to and divide them into groups. To do so,

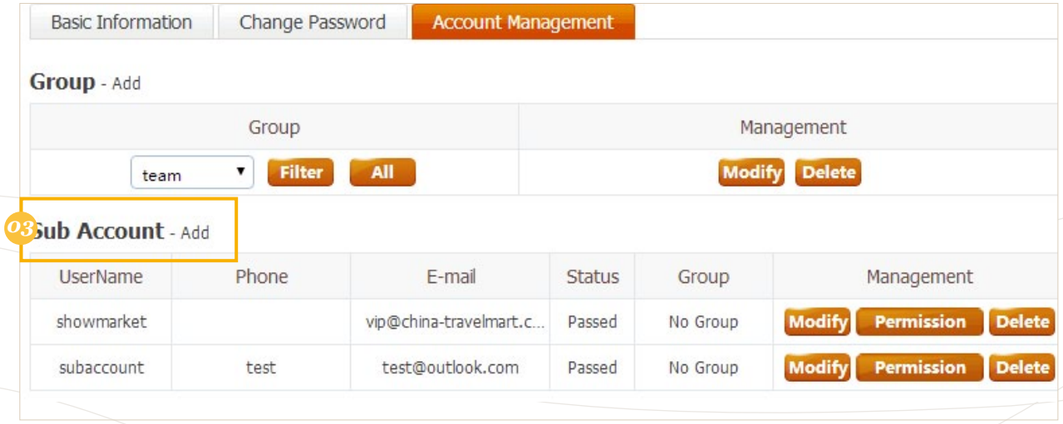
01 Click "My Profile" on the bottom left-hand side of your account homepage.



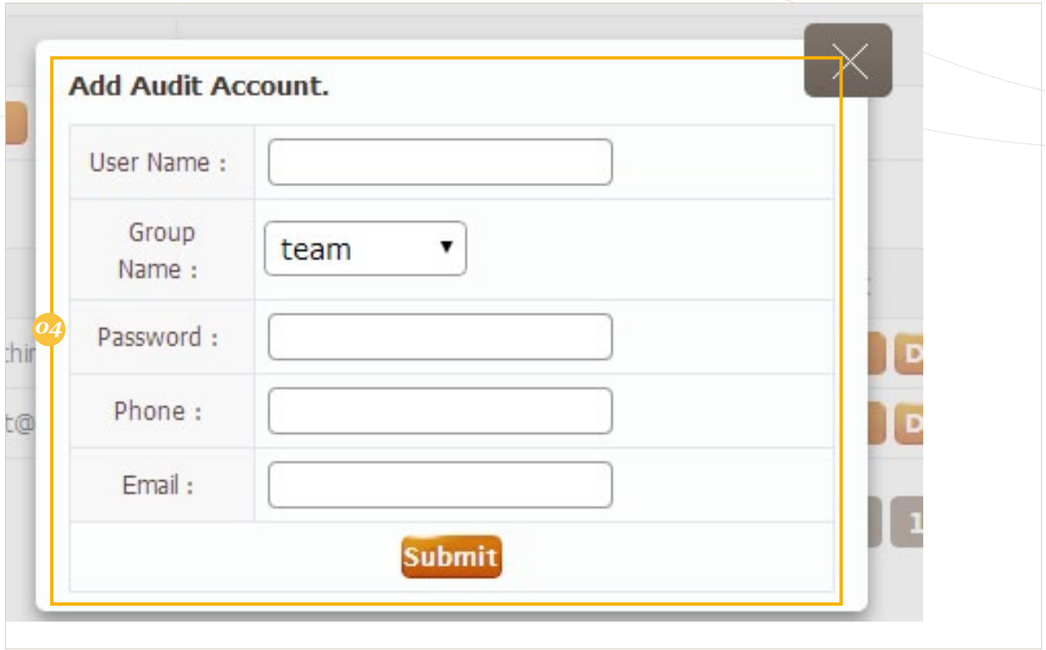
02 Click "Account Management".



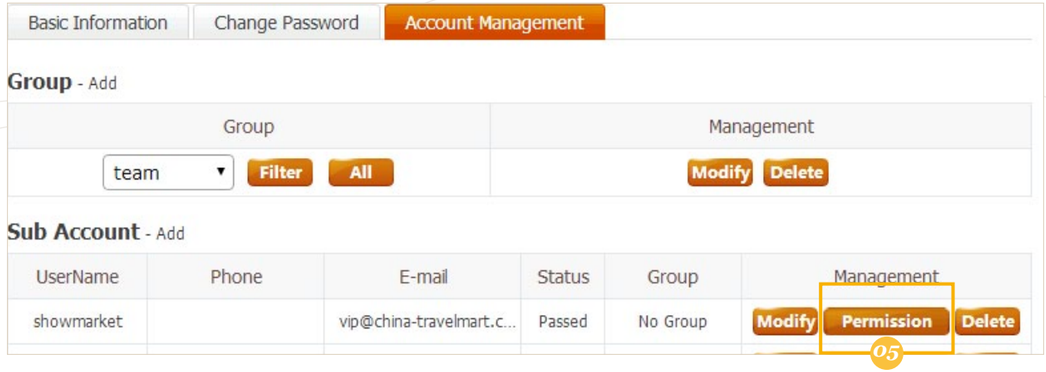
03 Click the "Add" button next to "Sub Account".



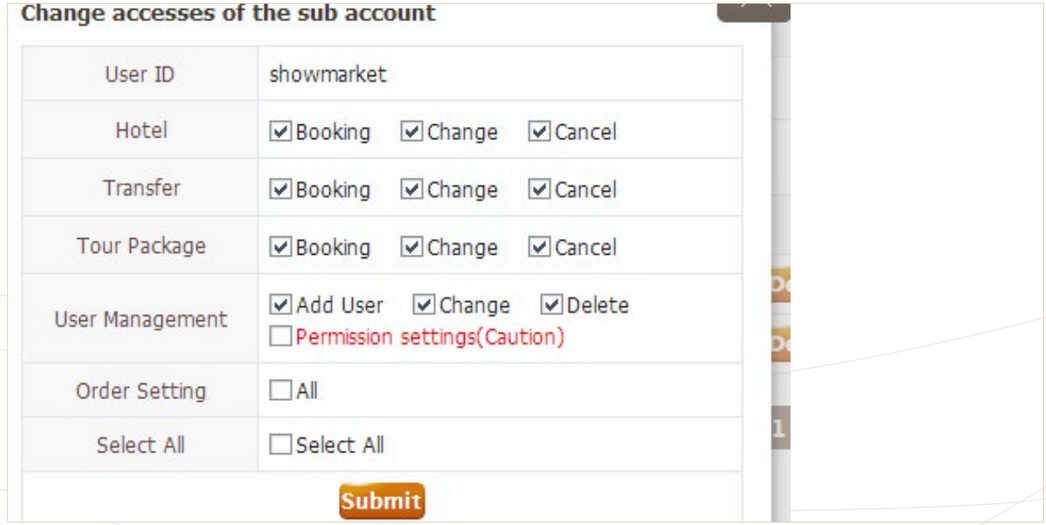
04 Fill in the username, password, phone and email and click "Submit".



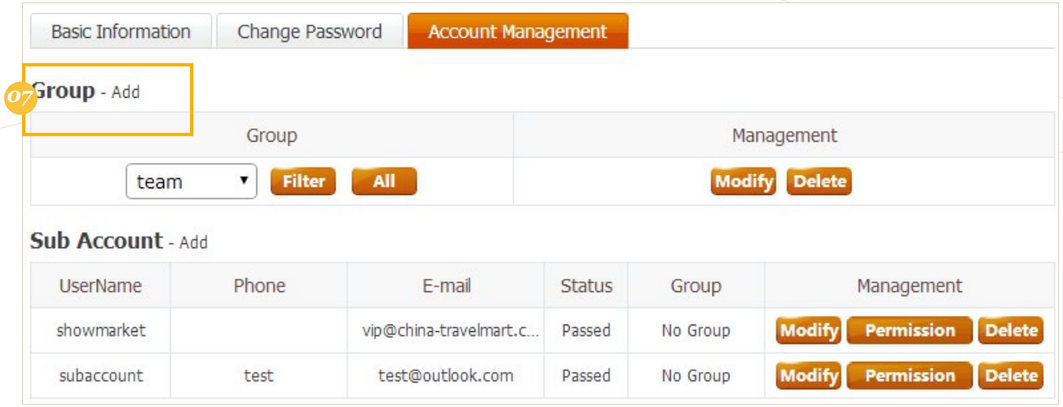
05 Your sub account will be created and you can manage what accesses you want to grant this sub account by clicking "Permission".



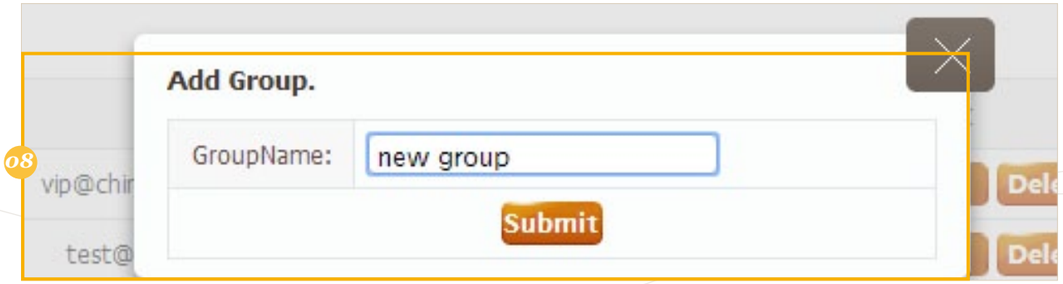
06 Here you can choose your sub account's accesses on CTM.



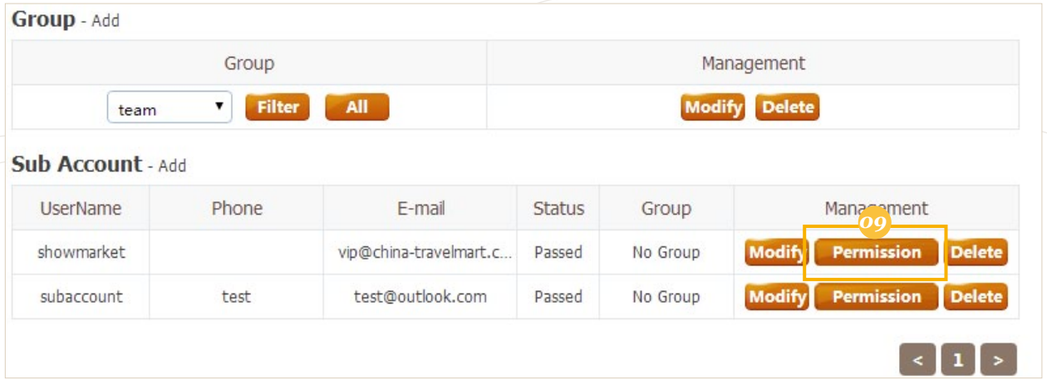
07 To group your subaccounts, you have to create a new group first, click "Add" next to "Group".



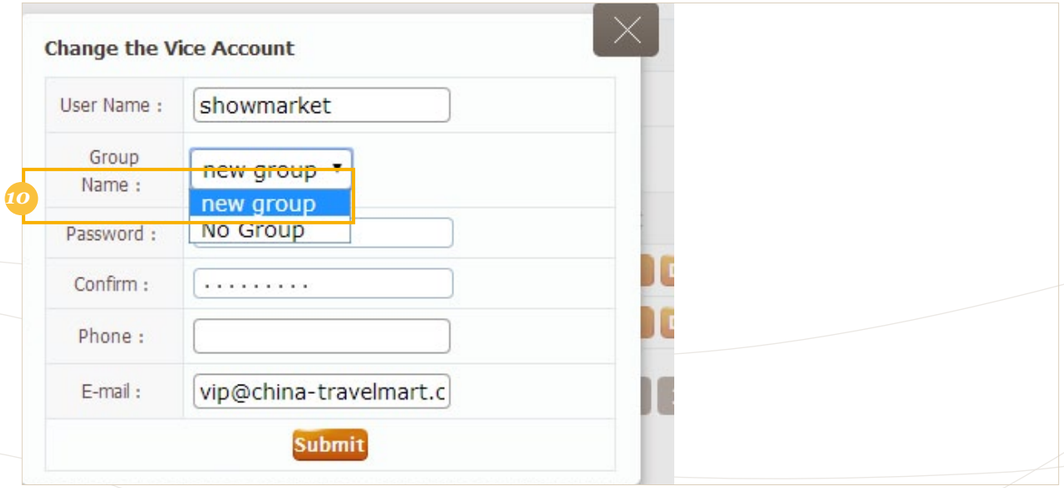
08 Enter a name for the group and hit "Submit". The new group will be created.



09 Click "Modify" next to your sub account.



10 Select the group you just created under Group name and hit "Submit". Your sub account will be grouped.



§

Introduction to the user homepage

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01 Currency: This is the default currency. The default currency will be reflected on the price of products as well as your billings. Click "Setting" to change the default currency.

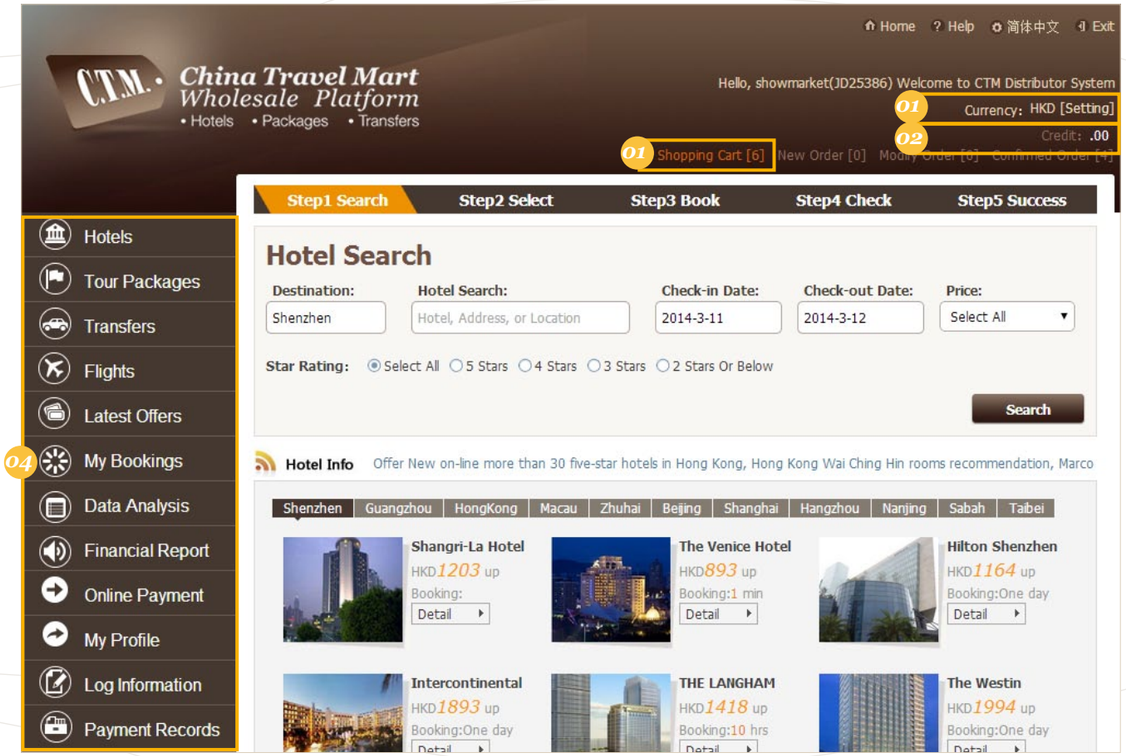
02 Credit: It can be used directly to purchase products on our CTM platform. After your registration, we will verify your company and decide whether to grand credit to your account. Credit has a limit, a repayment term, and a grace period. The remaining balance of the credit will be displayed here. If no credit is provided for your company or the credit has run out, you may finish your purchase through online payments or bank transfers. You may also apply for credits by contacting our customer supports (Tel: +86 +86755 82135700/25847283, Email: vip@travelmart.com.cn).

03 Shopping Cart: The shopping cart displays all the unpaid orders. Please note that the orders in the shopping cart are not confirmed and will not have rooms reserved. Orders placed by credit users will be immediately paid and confirmed while orders of cash payment users will be moved here awaiting payment.

04 New Order: If the availability of the products you booked is not certain, the order will be moved here. We will check the availability and determine whether the booking can be proceeded.

05 Confirmed Order: confirmed bookings will be shown here.

04 On the left-hand side of the user homepage, you can find all the functions of CTM. We will introduce and explain each function in the following part.



VI

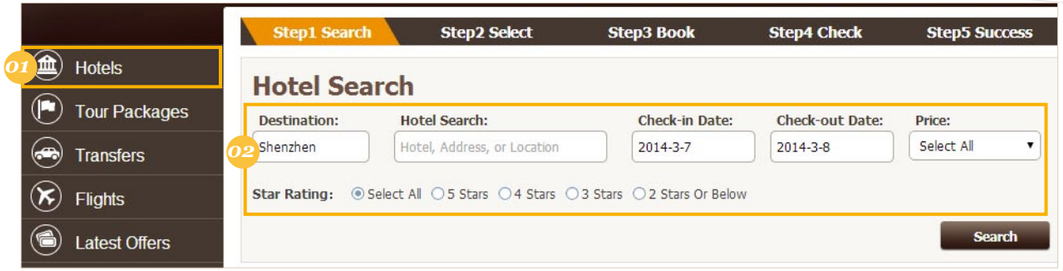
Our services on CTM

01. Ho w to book hotel?
02. How to purchase tour package?
03. How to arrange transfer?
04. How to book flight?
05. How to get our latest offers?

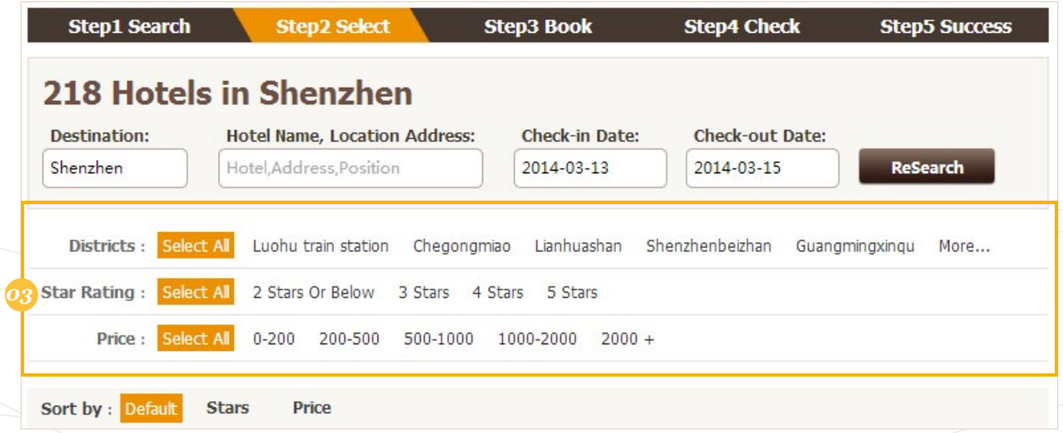
01. How to book hotel?

01 Under the "Hotels" menu you can start searching for hotels.

02 Enter the search criteria and hit "Search". You can search by destination city, name of the hotel, location and star rating. Select the check-in and check-out date (Note: currently our platform only supports the booking of the longest stay of 7 days).



03 The result will be shown. You can use the filter to refine your result.



04 You can click on "Details" for more information such as the price, room status, and included meal.

Shangri-La Hotel - Shenzhen
Address : East of Railway Station, J... Phone : 0755-82330888
The Shangri-la Hotel, Shenzhen Is Located Within Two Kilometers Of Lowu Shopping .....>>>
The Close Position : Luohu Port Guomao Mansion
Superior Single 950 - Details Book
Superior Double 950 - 04 Details Book
Deluxe Single 1050 - Details Book
All Rooms(6)

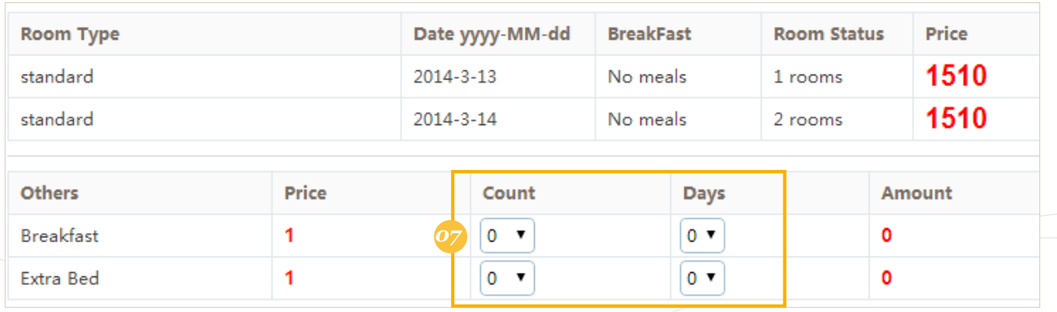
05 Room status: Available (at least 5 rooms are available in this room type); Request (you may place the booking but need to wait for our final confirmation); Only X rooms left; Full (fully booked).

Shangri-La Hotel - Shenzhen
Address : East of Railway Station, J... Phone : 0755-82330888
The Shangri-la Hotel, Shenzhen Is Located Within Two Kilometers Of Lowu Shopping .....>>>
The Close Position : Luohu Port Guomao Mansion
Superior Single 950 - Details Book
Room status & prices Request: awaiting reply. Available: more than 5 rooms are available. Only X Rooms: last X rooms available.
Full: Fully booked or stop selling.
2014/3/13 Thu
2014/3/14 Fri
2014/3/15 Sat
2014/3/16 Sun
2014/3/17 Mon
2014/3/18 Tue
2014/3/19 Wed
1060
Available
No meals
950
Available
No meals

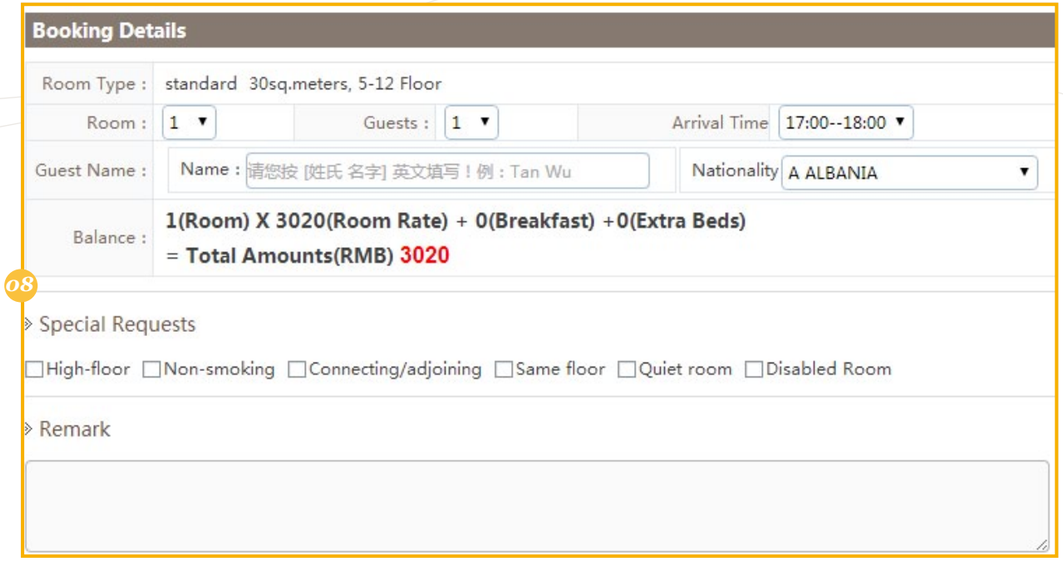
06 There will be a "Book" button after available rooms. Hit the "Book" button of the room that you intend to book.

Shangri-La Hotel - Shenzhen ★★★★★
Address : East of Railway Station, J... Phone : 0755-82330888
The Shangri-la Hotel, Shenzhen Is Located Within Two Kilometers Of Lowu Shopping .....>>>
The Close Position : Luohu Port Guomao Mansion
Superior Single 950 - Details Book
Superior Double 950 - Details Book
Deluxe Single 1050 - Details Book
All Rooms(6)
06

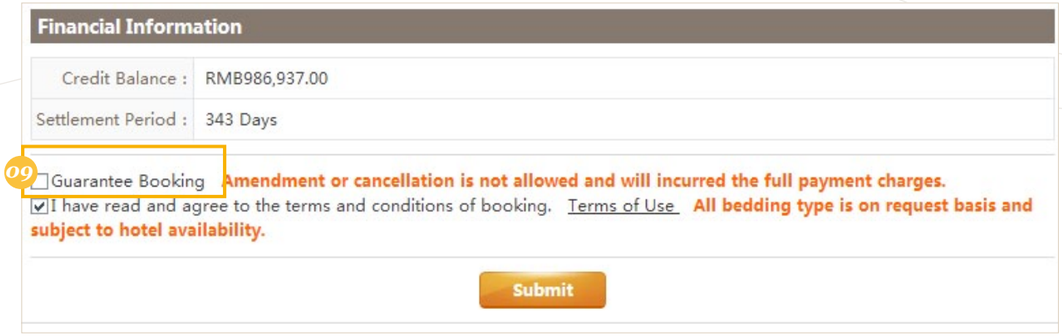
07 You will enter the "New Order" page. Here you can add the number of breakfast and extra bed if needed.


Room Type | Date yyyy-MM-dd | BreakFast | Room Status | Price
standard | 2014-3-13 | No meals | 1 rooms | 1510
standard | 2014-3-14 | No meals | 2 rooms | 1510
Others | Price | Count | Days | Amount
Breakfast | 1 | 0 | 0 | 0
Extra Bed | 1 | 0 | 0 | 0
07

08 Enter the booking details such as quantity of the room, number of guest, approximate arrival time, name and nationality of the guest. You can also enter special requests and other remarks.

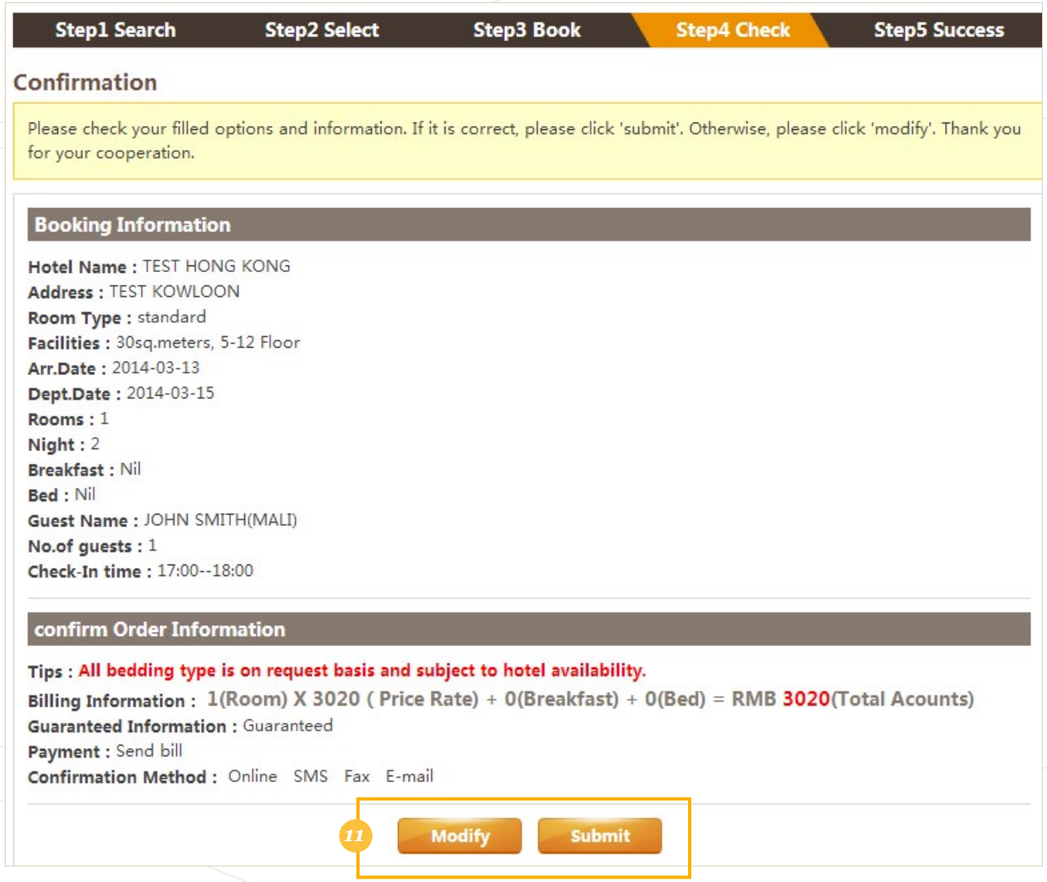

Booking Details
Room Type : standard 30sq.meters, 5-12 Floor
Room : 1
Guests : 1
Arrival Time 17:00--18:00
Guest Name : Name : 请您按 [姓氏 名字] 英文填写！例：Tan Wu
Nationality A ALBANIA
Balance : 1(Room) X 3020(Room Rate) + 0(Breakfast) +0(Extra Beds)
= Total Amounts(RMB) 3020
08
Special Requests
High-floor Non-smoking Connecting/adjoining Same floor Quiet room Disabled Room
Remark

09 Depends on the length of the interval between your booking and the check-in date, the hotel may require you to guarantee your booking before you can proceed to the next step. For checking the "Guarantee Booking" box, you agree to no future amendment or cancellation after the booking is confirmed.

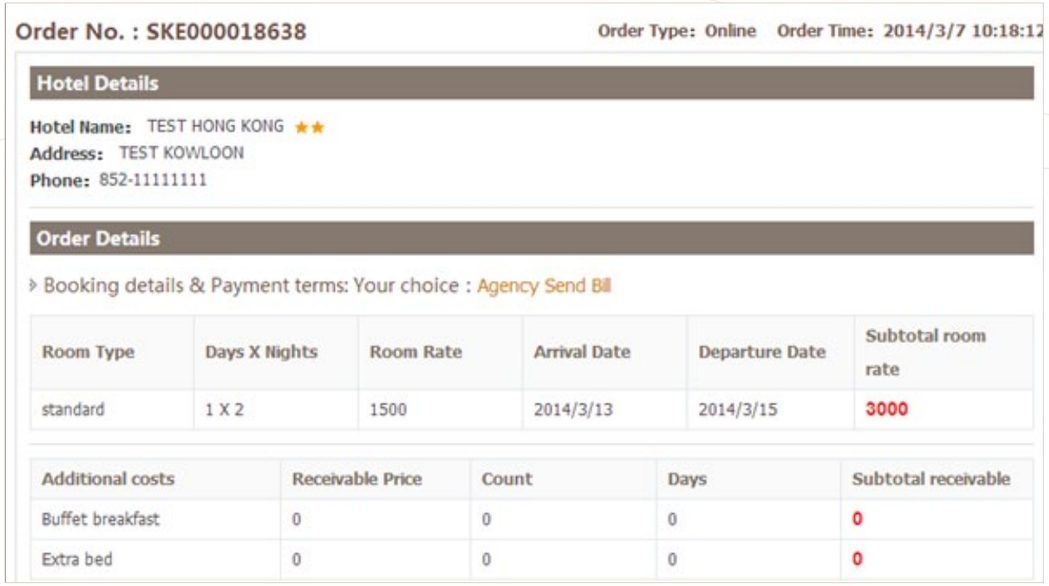

Financial Information
Credit Balance : RMB986,937.00
Settlement Period : 343 Days
09
Guarantee Booking
Amendment or cancellation is not allowed and will incurred the full payment charges.
I have read and agree to the terms and conditions of booking. Terms of Use
All bedding type is on request basis and subject to hotel availability.
Submit

10 Hit the "Submit" button to place your order. And you will be directed to the confirmation page.

11 Here you can review and modify your order. Hit "Submit" to confirm.


Step1 Search
Step2 Select
Step3 Book
Step4 Check
Step5 Success
Confirmation
Please check your filled options and information. If it is correct, please click 'submit'. Otherwise, please click 'modify'. Thank you for your cooperation.
Booking Information
Hotel Name : TEST HONG KONG
Address : TEST KOWLOON
Room Type : standard
Facilities : 30sq.meters, 5-12 Floor
Arr.Date : 2014-03-13
Dept.Date : 2014-03-15
Rooms : 1
Night : 2
Breakfast : Nil
Bed : Nil
Guest Name : JOHN SMITH(MALI)
No.of guests : 1
Check-In time : 17:00--18:00
confirm Order Information
Tips : All bedding type is on request basis and subject to hotel availability.
Billing Information : 1(Room) X 3020 (Price Rate) + 0(Breakfast) + 0(Bed) = RMB 3020(Total Acounts)
Guaranteed Information : Guaranteed
Payment : Send bill
Confirmation Method : Online SMS Fax E-mail
11
Modify
Submit

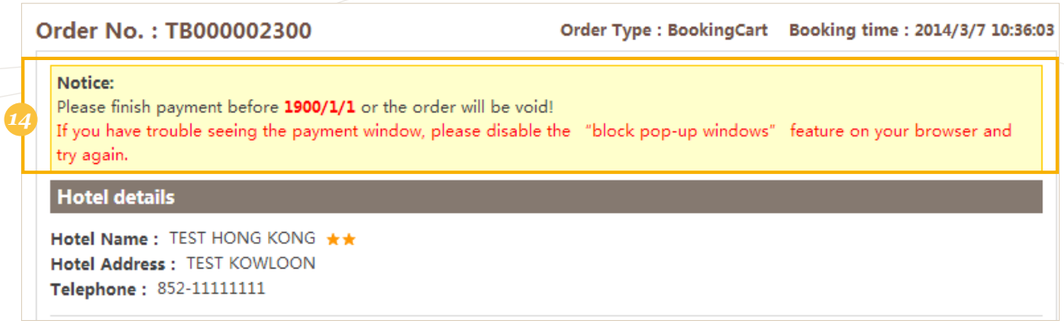
12 Your order reference code is generated and your booking is placed.



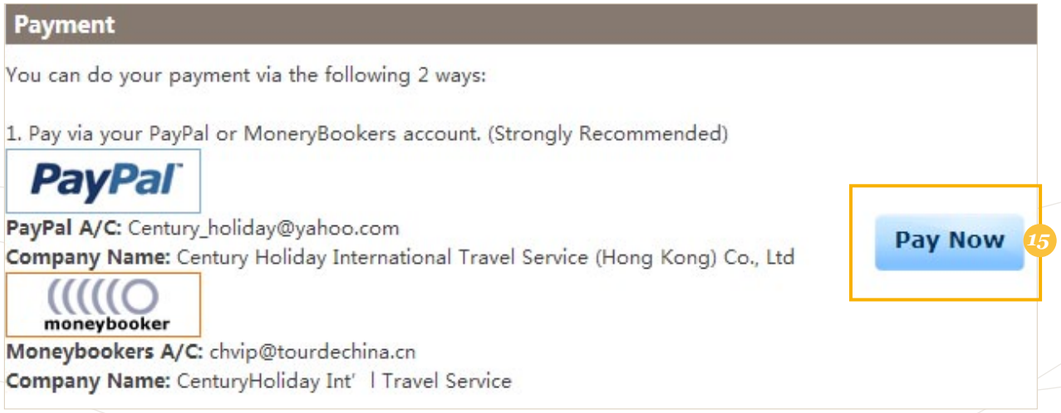
13 For credit users, the booking is confirmed and the corresponding credits will be deducted from your account immediately. If the balance of credit on your upper right-hand side of the screen has not changed, that is because our system refreshes the displayed balance only once a day.

Order status and processing results
Order Status: Confirmed
Operator Tips: Has passed the deadline can not be is be changed, canceled, guarantee
Warm tips: Is guaranteed, can not cancel or change!

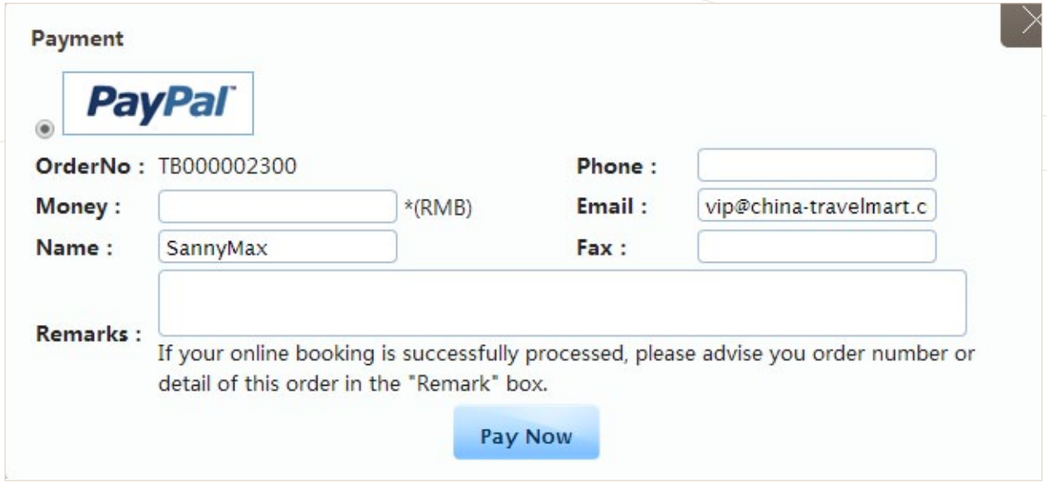
14 For cash payment users and credit users without enough credits, a message on the confirmation page will prompt you to finish the payment before a certain date. We advise you to finish your payment in 30 minutes or the rooms might be released.


Order No. : TB000002300
Order Type : BookingCart
Booking time : 2014/3/7 10:36:03
14
Notice:
Please finish payment before 1900/1/1 or the order will be void!
If you have trouble seeing the payment window, please disable the "block pop-up windows" feature on your browser and try again.
Hotel details
Hotel Name : TEST HONG KONG ★★
Hotel Address : TEST KOWLOON
Telephone : 852-11111111

15 Scroll down the page and you will find the paying methods. For online payment, you can hit "Pay Now" and choose between Paypal and MoneyBookers. For bank transfer, you can choose the banks we listed.


Payment
You can do your payment via the following 2 ways:
1. Pay via your PayPal or MoneryBookers account. (Strongly Recommended)
PayPal
PayPal A/C: Century_holiday@yahoo.com
Company Name: Century Holiday International Travel Service (Hong Kong) Co., Ltd
Pay Now
15
moneybooker
Moneybookers A/C: chvip@tourdechina.cn
Company Name: CenturyHoliday Int' l Travel Service

16 For online payment, please fill in the information and follow the guidance on the webpage.



(Note: If you want to cancel or modify your order, you have to do it two days prior to the guarantee booking date. If you have already guaranteed your booking, you will not be able to cancel or modify your order.)

17 After your payment, you will be directed to the confirmation page where you can print out the confirmation form. You may scan the QR code for booking information.

回复确认单
CONFIRMATION FORM

Travel Mart — The Best Hotel B2B Platform For Hoteliers And Travel Agents in China

Receiving client : 同业分销商测试专用帐号											
Order : SKE000018638						Order :					
Person in charge : xxxxxx						Fax : 22059115					
HotelName : TEST HONG KONG						Hotel Address : TEST KOWLOON					
City : HongKong						Phone : 852-88888888					
Guest Name : JOHN SMITH(MALI)											
Room Type	Check-In	Check-Out	Cur	Rm rate	Rooms	Nights	BF	Price	Extra bed	Price	Total
standard	03/13/2014	03/15/2014	RMB	1500	1	2	0	0	0	0	3000
Actual collection : 3000						Total amount : 3000					
Other services and Remark						Issue Date/The issuer 2014/3/7 10:21:40 TEST HONG KONG Tel:86755-82138091					
Date of issue / issuer:						Confirmed Date/Verifier 2014/3/7/014					

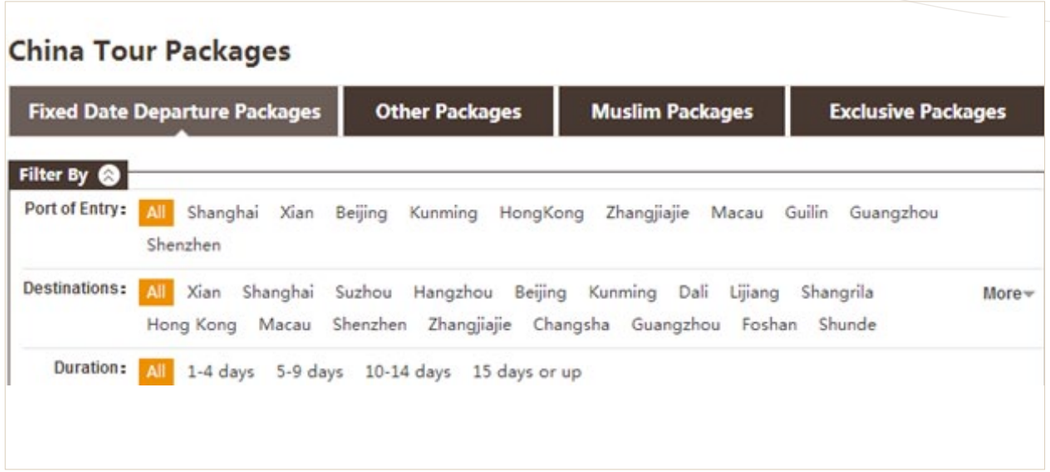
Remark and Note: Your order has been confirmed, please check the order information, and inform the guests valid travel documents to check in hotel , if you have any questions, please Contact and TravelMart booking center, I would like to thank the patrons!
This order 2014/2/20 guarantee Check-in operation, otherwise, the system will automatically guarantee, Thank you for your cooperation!

深圳市世纪假日国际旅行社有限公司
CENTURY HOLIDAY INTERNATIONAL TRAVEL GROUP. WWW.TRAVELMART.COM.CN

02. How to purchase tour package?

01 On the left-hand side of your user homepage, Click "Tour Packages".

02 You will find four types of tour packages: "Fixed departure date packages", "Other packages", "Muslim packages" and "Exclusive packages" (note: "Exclusive packages" is only available for our VIP users).


China Tour Packages
Fixed Date Departure Packages
Other Packages
Muslim Packages
Exclusive Packages
Filter By
Port of Entry: All Shanghai Xian Beijing Kunming HongKong Zhangjiajie Macau Guilin Guangzhou Shenzhen
Destinations: All Xian Shanghai Suzhou Hangzhou Beijing Kunming Dali Lijiang Shangrila More
Hong Kong Macau Shenzhen Zhangjiajie Changsha Guangzhou Foshan Shunde
Duration: All 1-4 days 5-9 days 10-14 days 15 days or up

03 To book a package with fixed departure date, you can

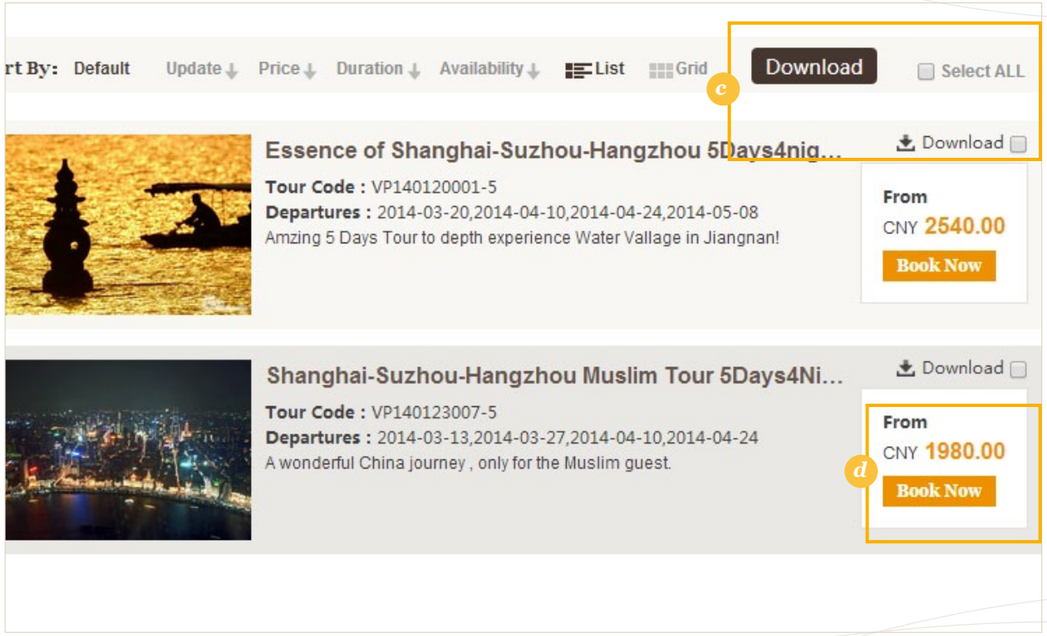
a. Click "Fixed departure date packages" button

b. Adjust the filter for "Port of Entry", "Destination", and "Duration" (Note: "Port of Entry" is the starting city of the tour. You can choose multiple cities in "Destination" for searching).

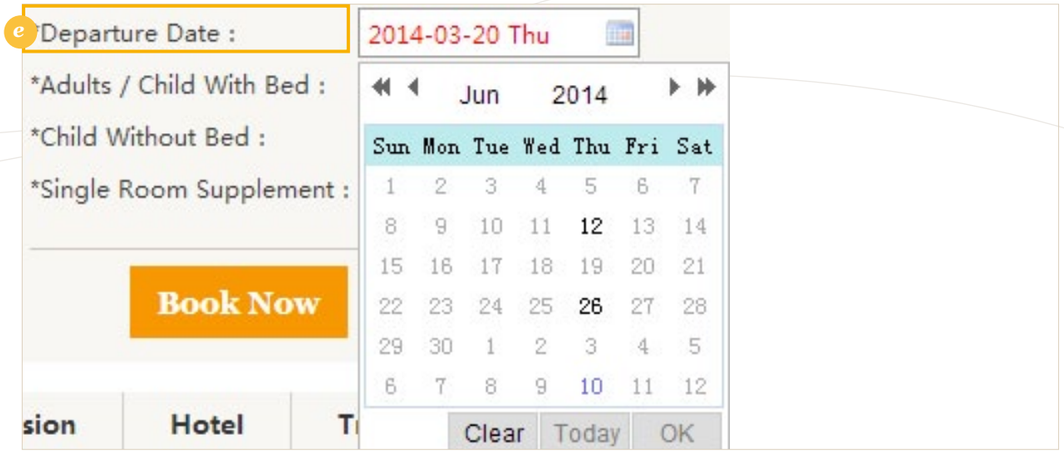
China Tour Packages
a
Fixed Date Departure Packages
Other Packages
Muslim Packages
Exclusive Packages
Filter By
b
Port of Entry: All Shanghai Xian Beijing Kunming HongKong Zhangjiajie Xiamen Macau Guilin Guangzhou Shenzhen Changsha
Destinations: All Xian Shanghai Suzhou Hangzhou Beijing Kunming Dali Lijiang Shangrila More
Hong Kong Macau Shenzhen Zhangjiajie Changsha Guangzhou Foshan Shunde
Duration: All 1-4 days 5-9 days 10-14 days 15 days or up

c. Packages that fit your filter will be shown. To download the itineraries of multiple tour packages, you can check the small box on the top right-hand side of each block, and click "Download". You can also check the "Select All" box and hit "Download" to download all itineraries. The PDF version of itineraries will be downloaded as a zip file.

d. Click "Book Now" to enter the package page for more information.

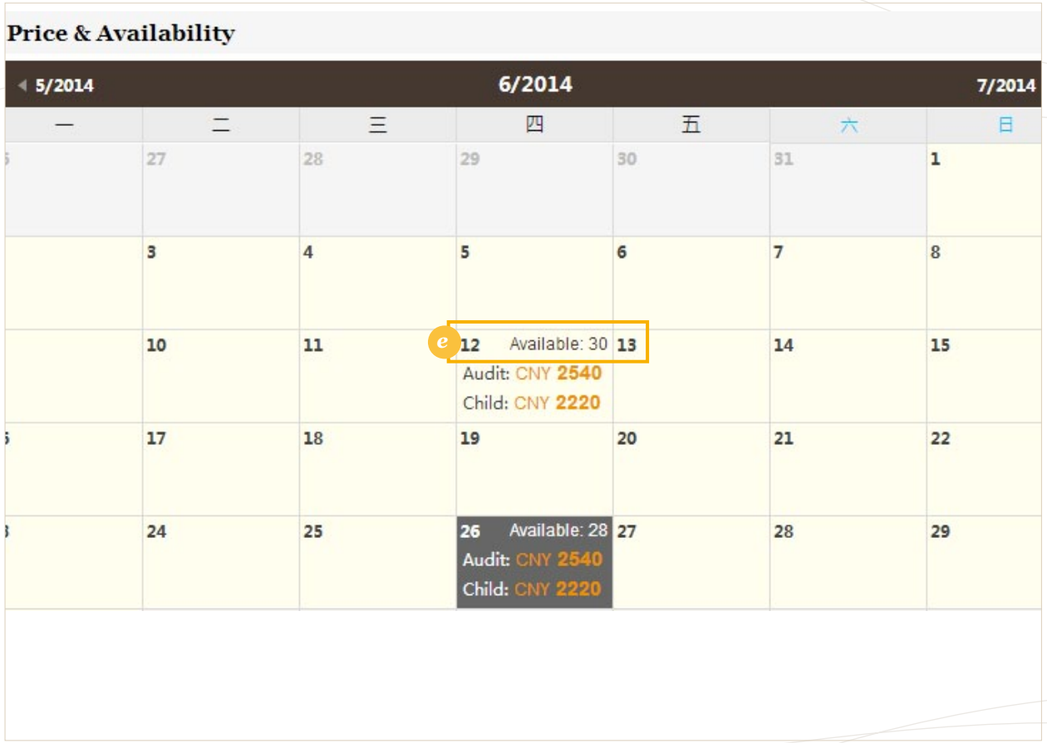


e. Find available departure dates here.



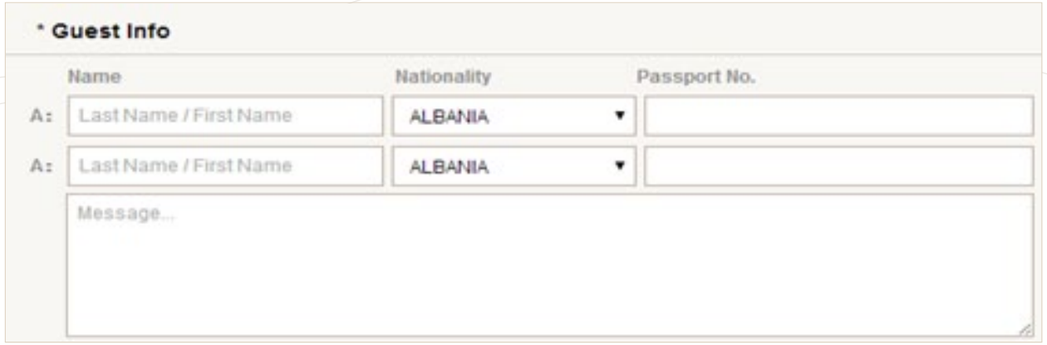
f. Select the number of "adults and children with bed", the number of "children without bed", and the number of "single room supplement" (Note: children with bed are charged with full price. Children without bed are charged 75% of the full price. The hotel room in our package is by default double room. If your client would like a single room, please notify us on the "single room supplement" selection).

g. Under "Price & Availability", if the date is available, the remaining seats will be shown. If the departure date is marked with "Query", it indicates that this package is fully booked at the moment. But please feel free to contact us to check again.



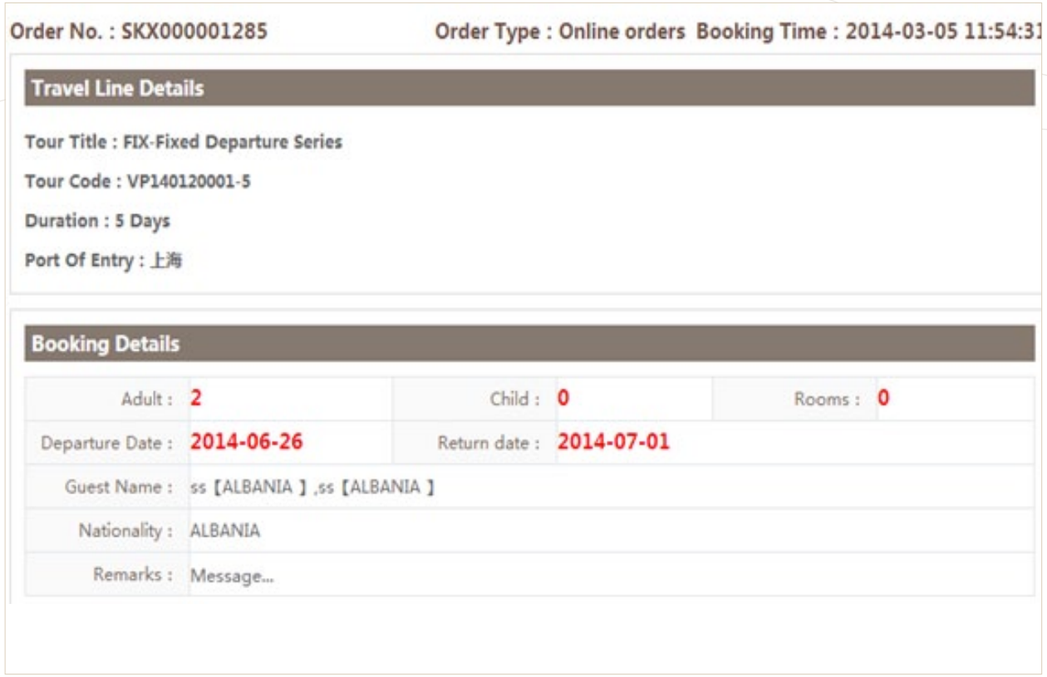
h. Click the "Book Now" button to purchase the package

i. Enter the information for your clients e.g. name, nationality, and passport number.



j. Click "Submit" to place your order.

k. You will be directed to the order overview page where the order reference code is shown.



Order No. : SKX000001285 Order Type : Online orders Booking Time : 2014-03-05 11:54:31

Travel Line Details

Tour Title : FIX-Fixed Departure Series

Tour Code : VP140120001-5

Duration : 5 Days

Port Of Entry : 上海

Booking Details

Adult :	2	Child :	0	Rooms :	0
Departure Date :	2014-06-26	Return date :	2014-07-01		
Guest Name :	ss【ALBANIA】,ss【ALBANIA】				
Nationality :	ALBANIA				
Remarks :	Message...				

l. Your order is received by us. We will get to you within one working day for confirmation and payment.

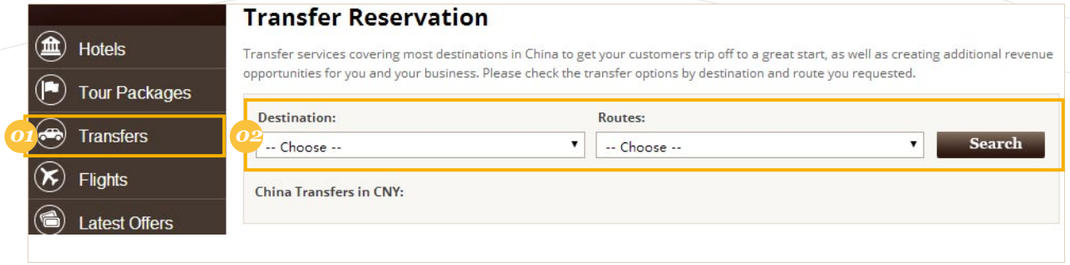
04 "Other Packages" have a wide range of departure dates for you to choose. The booking process is similar to that of fixed departure date package. But instead of booking directly, you have to send us enquiry and wait for us to evaluate the viability of the tour first.

05 For instructions on purchasing "Muslim Packages" and "Exclusive Packages", please refer to the guiding process of purchasing "Other Packages".

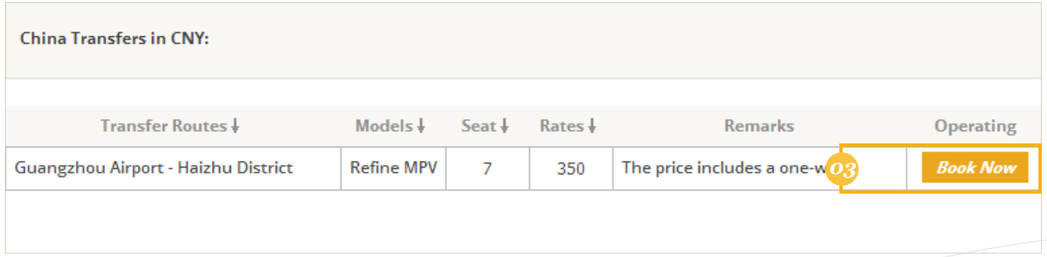
03. How to arrange transfer?

01 Click the "Transfers" button on the left-hand side of your user homepage.

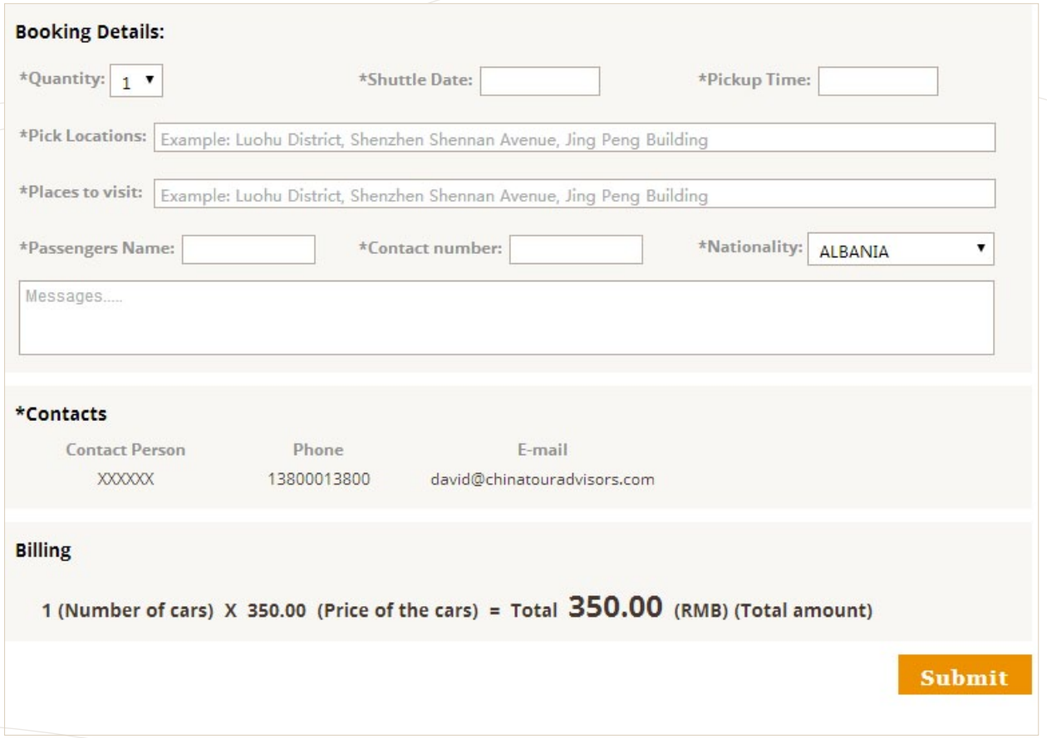
02 Here you can select the destination cities and routes/transfer services we provide. Services vary in different cities.


Hotels
Tour Packages
01 Transfers
Flights
Latest Offers
Transfer Reservation
Transfer services covering most destinations in China to get your customers trip off to a great start, as well as creating additional revenue opportunities for you and your business. Please check the transfer options by destination and route you requested.
Destination:
02
-- Choose --
Routes:
-- Choose --
Search
China Transfers in CNY:

03 You will find the services available to you. Hit "Book Now" for the service you prefer.

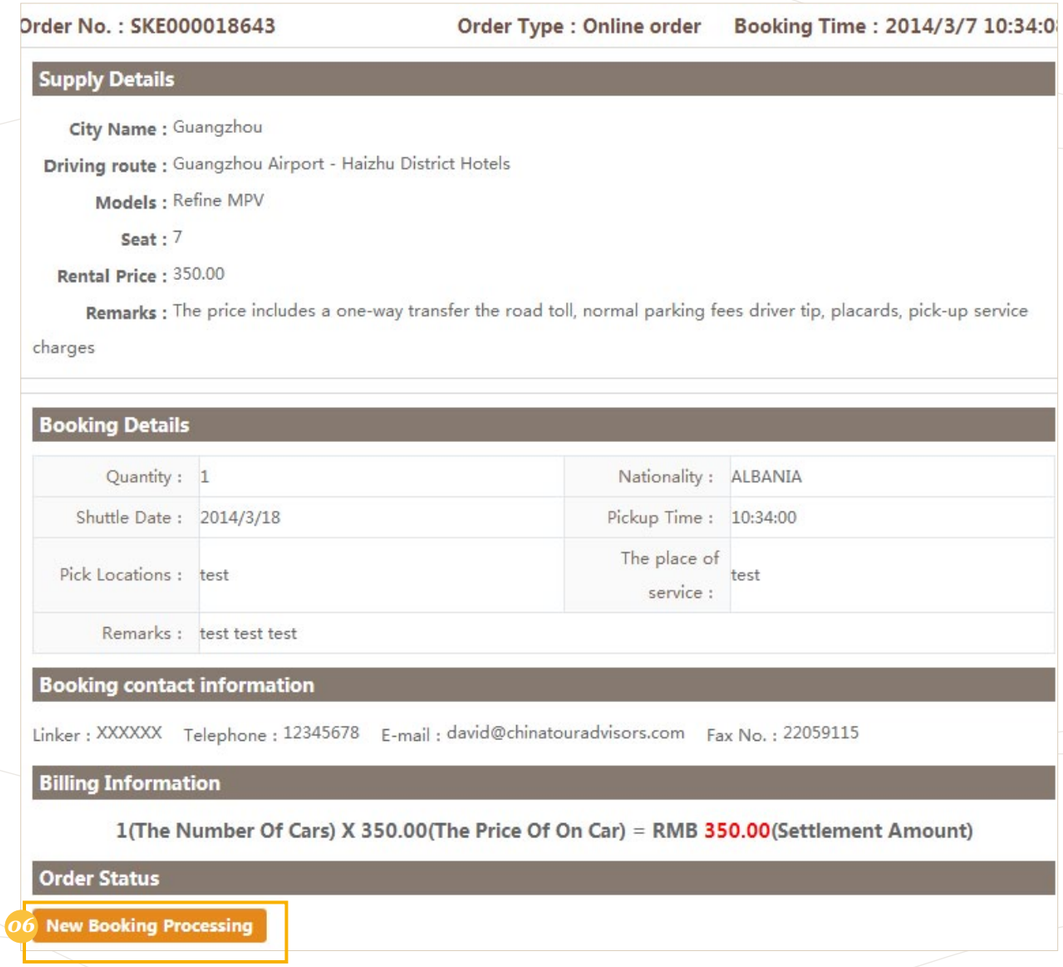


04 Enter details for your booking such as quantity of vehicle, shuttle day, pick-up time and location.



05 After filling in all the information, hit "Submit".

06 Your order will be placed and you will be directed to the order overview page. You can see your order status is "New Booking Processing".



Order No. : SKE000018643 Order Type : Online order Booking Time : 2014/3/7 10:34:0

Supply Details

City Name : Guangzhou
Driving route : Guangzhou Airport - Haizhu District Hotels
Models : Refine MPV
Seat : 7
Rental Price : 350.00
Remarks : The price includes a one-way transfer the road toll, normal parking fees driver tip, placards, pick-up service charges

Booking Details

Quantity :	1	Nationality :	ALBANIA
Shuttle Date :	2014/3/18	Pickup Time :	10:34:00
Pick Locations :	test	The place of service :	test
Remarks :	test test test		

Booking contact information

Linker : XXXXXX Telephone : 12345678 E-mail : david@chinatouradvisors.com Fax No. : 22059115

Billing Information

1(The Number Of Cars) X 350.00(The Price Of On Car) = RMB 350.00(Settlement Amount)

Order Status

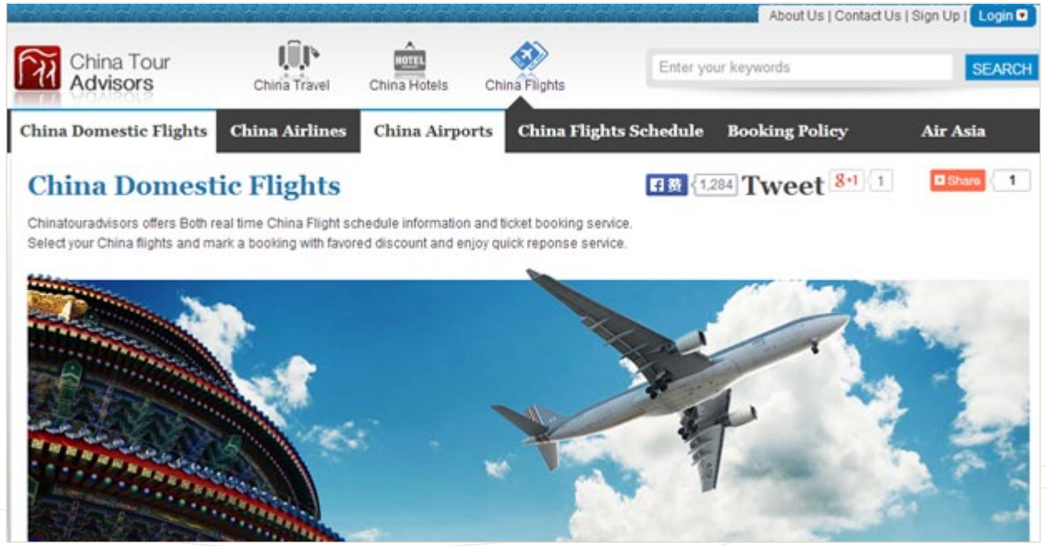
06 New Booking Processing

07 Wait for us to confirm your order. After that we will inform you to make your payment

04. How to book flight?

01 For booking flights, click on the "Flights" button on the left-hand side of the user homepage.

02 You will be directed to the flight booking page of China Tour Advisors, another member of our Century Holiday family. Here you can find out flight ticket information covering a majority of Chinese domestic flights with incredible low rates. For assistance of using the flight booking service, please refer to Chinatouradvisors.com.



05. How to get our latest offers?

We provide special offers from time to time. The offers include deals of hotels, packages, flights, and tickets.

01 To view our latest offer, please click on "Latest Offer" on the left-hand side of the user homepage.

02 You can view all the latest offers under the "All" label.

03 You can also view offers from different categories.

04 Click the product that you are interested in for more details.

05 Click the "Buy Now" button to purchase.

06 Enter guest information.

07 Hit "Book Now".

§

VII

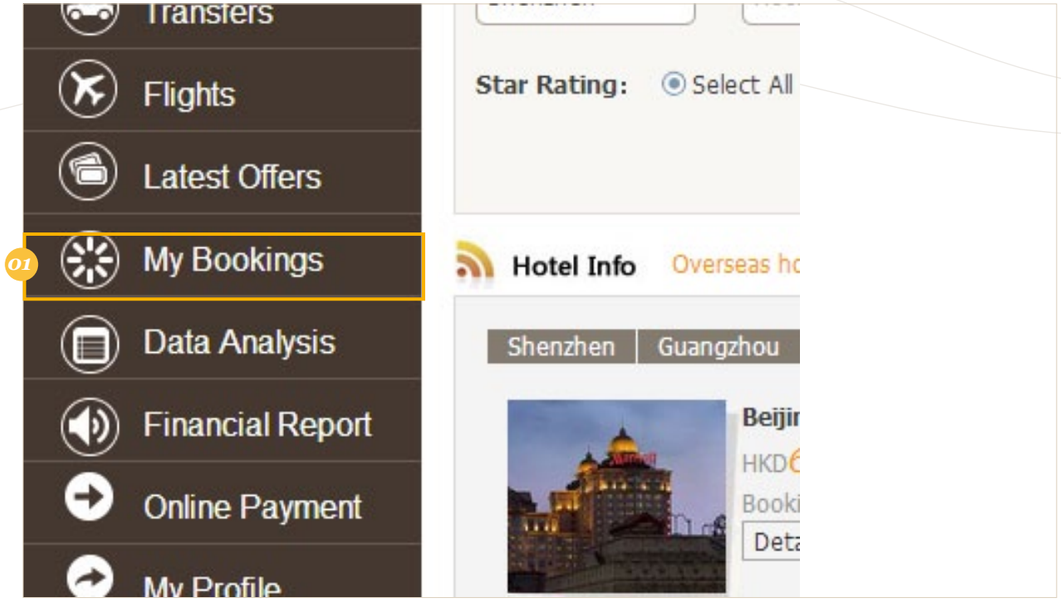
The Function Section

01. My Bookings
02. Data Analysis
03. Financial Report
04. Online Payment

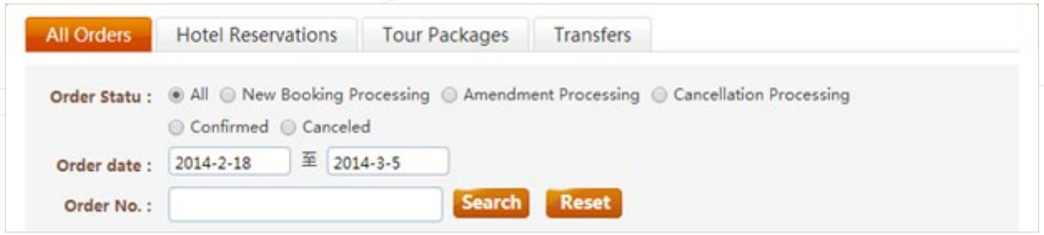
§

01. My Bookings

01 You can check all your bookings by clicking on "My Bookings".



02 You can view your bookings separately under "Hotel Reservations", "Tour Packages", or "Transfers".



03 Filter is available for you to choose bookings with different status and time periods.

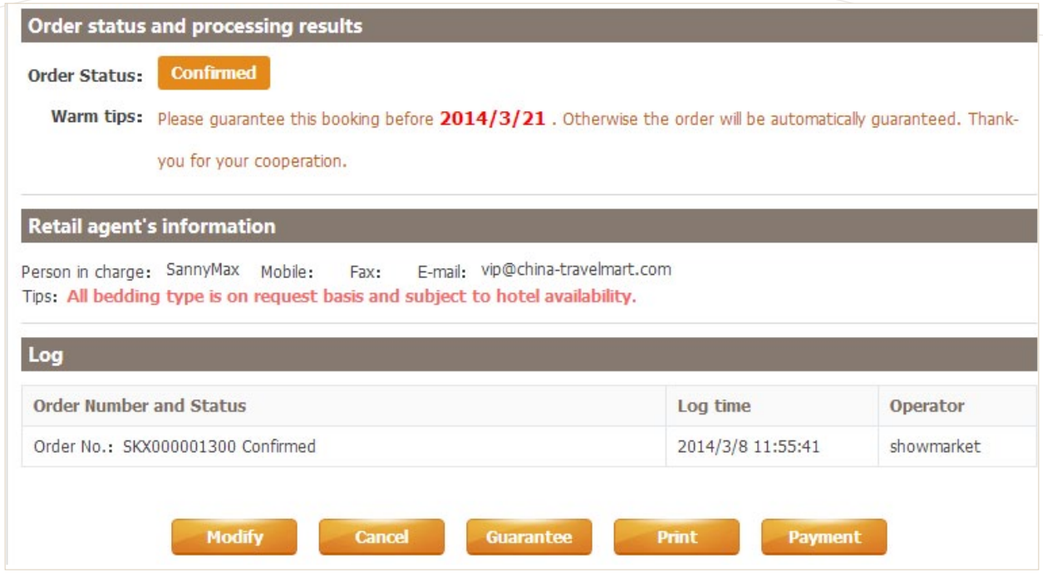
04 You may also search for a specific order by entering the reference number.

05 Click on the reference code or the "Detail" icon under "Operation" to view order details.

Order No.	Product Name	Guest Name	Order Date	Amount	Status	Operation
SKX000001300	TEST HONG KONG - DELUXE ROOM	TEST4444	2014-03-08 11:55	HKD 2064	Confirmed	
SKX000001298	TEST HONG KONG - standard	JOY LIAO	2014-03-07 16:34	HKD 1307	Confirmed	
SKX000001297	TEST HONG KONG - DELUXE ROOM	JOY LIAO	2014-03-07 12:22	HKD 4128	Confirmed	
SKX000001296	Airport / closing / Quay single shuttle...	t t t	2014-03-07 11:46	HKD 506	New Booki...	
SKX000001295	FIX-Fixed Departure Series	test【ALBANIA】, test【ALB...	2014-03-07 11:46	HKD 6430	New Booki...	
SKX000001294	TEST HONG KONG - DELUXE ROOM	JOY LIAO	2014-03-07 10:26	HKD 6198	Confirmed	

06 You can print confirmed order by clicking "Print".

07 You can modify, cancel, or guarantee your bookings if applicable.


Order status and processing results
Order Status: Confirmed
Warm tips: Please guarantee this booking before 2014/3/21 . Otherwise the order will be automatically guaranteed. Thank-you for your cooperation.
Retail agent's information
Person in charge: SannyMax Mobile: Fax: E-mail: vip@china-travelmart.com
Tips: All bedding type is on request basis and subject to hotel availability.
Log
Order Number and Status
Log time
Operator
Order No.: SKX000001300 Confirmed
2014/3/8 11:55:41
showmarket
Modify
Cancel
Guarantee
Print
Payment

02. Data Analysis

This feature analyzes the histories of our users' hotel bookings. It provides our users with concise statistics including the frequencies of city and hotel, type of room, duration of staying, and average price.

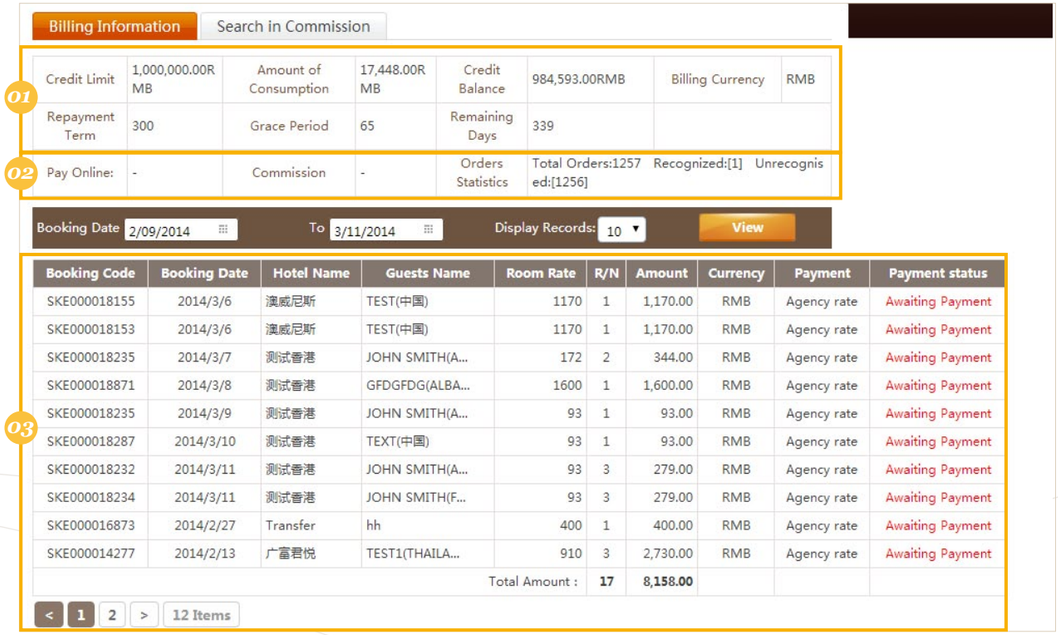
03. Financial Report

This feature enables our users to review their billing information (Note: commission information is only available for Chinese domestic users).

01 For credit users, here you can view your "Credit Limit", "Credit Balance", "Repayment Term", "Grace Period", and "Remaining Days".

02 Here you can check the number of your total orders, confirmed and unconfirmed orders.

03 Here list all your bookings on CTM.


Billing Information
Search in Commission
01
Credit Limit 1,000,000.00RMB
Amount of Consumption 17,448.00RMB
Credit Balance 984,593.00RMB
Billing Currency RMB
Repayment Term 300
Grace Period 65
Remaining Days 339
02
Pay Online: -
Commission -
Orders Statistics Total Orders:1257 Recognized:[1] Unrecognised:[1256]
Booking Date 2/09/2014
To 3/11/2014
Display Records: 10
View
03
Booking Code | Booking Date | Hotel Name | Guests Name | Room Rate | R/N | Amount | Currency | Payment | Payment status
SKE000018155 | 2014/3/6 | 澳威尼斯 | TEST(中国) | 1170 | 1 | 1,170.00 | RMB | Agency rate | Awaiting Payment
SKE000018153 | 2014/3/6 | 澳威尼斯 | TEST(中国) | 1170 | 1 | 1,170.00 | RMB | Agency rate | Awaiting Payment
SKE000018235 | 2014/3/7 | 测试香港 | JOHN SMITH(A... | 172 | 2 | 344.00 | RMB | Agency rate | Awaiting Payment
SKE000018871 | 2014/3/8 | 测试香港 | GFDGFDG(ALBA... | 1600 | 1 | 1,600.00 | RMB | Agency rate | Awaiting Payment
SKE000018235 | 2014/3/9 | 测试香港 | JOHN SMITH(A... | 93 | 1 | 93.00 | RMB | Agency rate | Awaiting Payment
SKE000018287 | 2014/3/10 | 测试香港 | TEXT(中国) | 93 | 1 | 93.00 | RMB | Agency rate | Awaiting Payment
SKE000018232 | 2014/3/11 | 测试香港 | JOHN SMITH(A... | 93 | 3 | 279.00 | RMB | Agency rate | Awaiting Payment
SKE000018234 | 2014/3/11 | 测试香港 | JOHN SMITH(F... | 93 | 3 | 279.00 | RMB | Agency rate | Awaiting Payment
SKE000016873 | 2014/2/27 | Transfer | hh | 400 | 1 | 400.00 | RMB | Agency rate | Awaiting Payment
SKE000014277 | 2014/2/13 | 广富君悦 | TEST1(THAILA... | 910 | 3 | 2,730.00 | RMB | Agency rate | Awaiting Payment
Total Amount : 17 8,158.00
< 1 2 > 12 Items

04. Online Payment

This feature is for cash payment users and credit users without enough credits.

01 Shopping Cart: After your booking is made, the order will be moved to shopping cart. To pay from the shopping cart, you can,

a. Click the "Shopping Cart Payment" button.
b. All the items in the shopping cart will be shown.
c. Find the item that you want to pay, click the "Pay Now" under "Order Operation".
d. It will direct you to the payment page.

02 Fixed Settlement Payment: This feature serves as a fast lane to transfer any amount of money to CTM. To do so,

a. Click the "Fixed Settlement Payment" button.
b. bChoose between online payment and bank transfer.
c. For online payment, click the "Pay Now" button.
d. A window containing your reference number will pop up.
e. Enter the payment details.

§

VIII

The Account Section

01. My Profile
02. Log Information
03. Payment Records

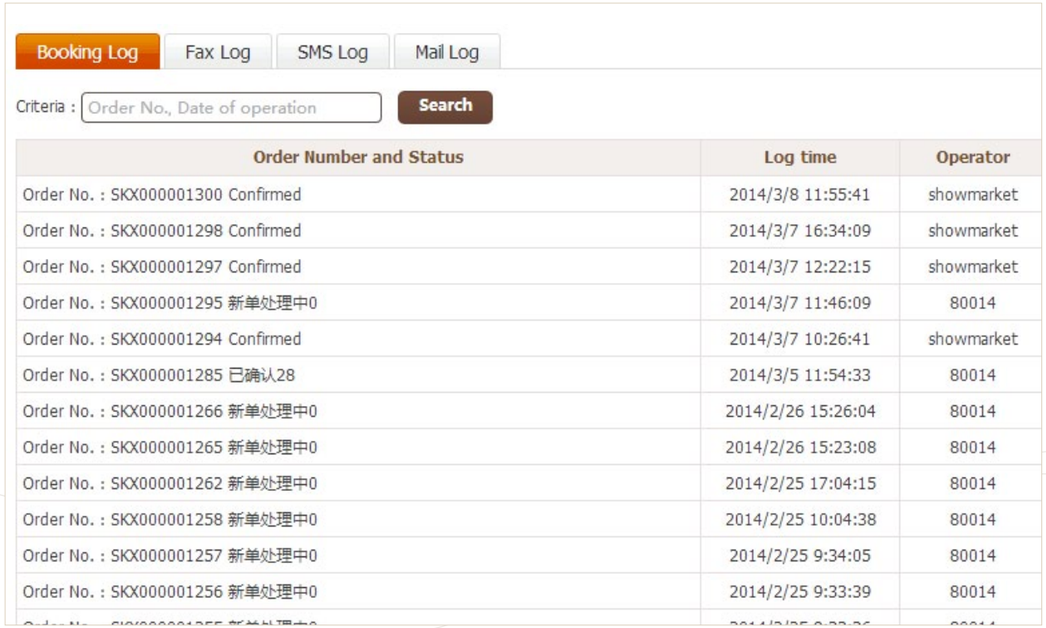
§

01. My Profile

Click "My Profile" at the bottom left-hand side of the user homepage. Here you can: view your account basic information, change password, and manage your account.

02. Log Information

Here you can check all your activities on the CTM platform including bookings, faxes, SMS, and emails.



Order Number and Status	Log time	Operator
Order No. : SKX000001300 Confirmed	2014/3/8 11:55:41	showmarket
Order No. : SKX000001298 Confirmed	2014/3/7 16:34:09	showmarket
Order No. : SKX000001297 Confirmed	2014/3/7 12:22:15	showmarket
Order No. : SKX000001295 新单处理中0	2014/3/7 11:46:09	80014
Order No. : SKX000001294 Confirmed	2014/3/7 10:26:41	showmarket
Order No. : SKX000001285 已确认28	2014/3/5 11:54:33	80014
Order No. : SKX000001266 新单处理中0	2014/2/26 15:26:04	80014
Order No. : SKX000001265 新单处理中0	2014/2/26 15:23:08	80014
Order No. : SKX000001262 新单处理中0	2014/2/25 17:04:15	80014
Order No. : SKX000001258 新单处理中0	2014/2/25 10:04:38	80014
Order No. : SKX000001257 新单处理中0	2014/2/25 9:34:05	80014
Order No. : SKX000001256 新单处理中0	2014/2/25 9:33:39	80014

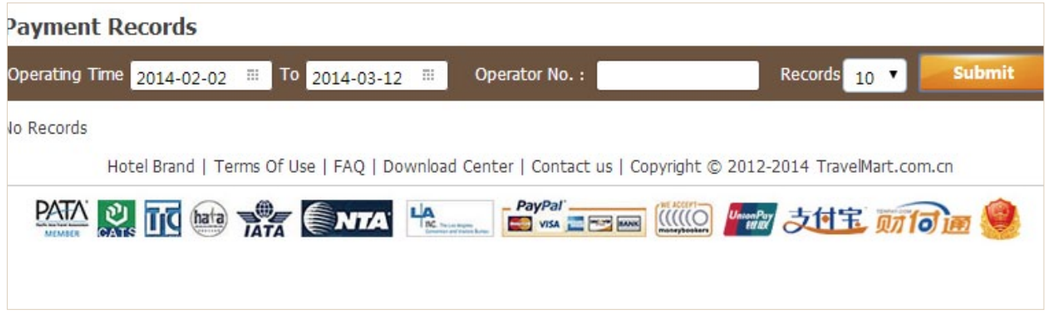
03. Payment Records

Click "My Profile" at the bottom left-hand side of the user homepage. Here you can: view your account basic information, change password, and manage your account.

01 To view your payment history, please click "Payment Record" on the button left-hand side of the user page.

02 You can search all your payments in a certain period of time by setting the dates.

03 You can also search by the reference number.



Payment Guide

To sum up, CTM supports three payment methods – credit, online payment, and bank transfer. Credit is the most convenient way to purchase products on CTM. Hotel rooms will be immediately booked and confirmed via credit payment. Credit will be immediately deducted from the users' account. We grand credits to users base on the background of their companies. Users can also apply for credits by contacting us (Tel: +86 +86755 82135700/25847283, Email: vip@travelmart.com.cn). For cash payment users and credit users without enough credit, you can choose to pay through online payment services or bank transfer. We highly recommend online payment. We currently support PayPal and Moneybooker. After you finished your payment online, your booking will be secured at CTM immediately. For bank transfer, you may transfer the payment to one of the four banks listed. However, additional cause might be incurred.

2. Pay via wires or check to the following company accounts:

DBS 星展銀行

Bank Code: 016
Branch Code: 478
Swift Code: DHBK HKHH
Account Name: CENTURY HOLIDAY INTERNATIONAL TRAVEL SERVICE (HK) CO., LIMITED
Bank Address: DBS Bank (Hong Kong) Limited
Basic account Nos: 783 148 323 (HKD current account nos check)
Multi-Currency account: 788 462 352 (HKD, SGD, USD)
RMB account nos: 788 462 344

恒生銀行 HANG SENG BANK 理財創富 专注为你

Beneficiary Bank: Hang Seng Bank Limited
Beneficiary Bank Address : 83 Des Voeux Road Central, Hong Kong
Swift Code: HASEHKHH
CHIPS No: 010522 (Is only applicable to export from USA)
Account Name: Century Holiday International Travel Service (HK) Co., Ltd
Account No.:228-437919-883
Bank Address: 16/F, The Center, 99 Queen's Road, Central, Hong Kong

UOB 大華銀行

Account Name: CENTURY HOLIDAY INTERNATIONAL TRAVEL SERVICE SINGAPORE PTE.LTD.
BANK: UNITED OVERSEAS BANK (UOB)
BRANCH: UPPER BUKIT TIMAH
ADDRESS: 148 UPPER BUKIT TIMAH ROAD, #01-01 , 588178
BANK CODE: 7375
BRANCH CODE:059

Online Payment:

You can make your payment through the following two ways:

1. Pay via your PayPal or MoneyBookers account (strongly recommended).

Pay Now

PayPal

PayPal A/C: Century_holiday@yahoo.com
Company Name: Century Holiday International Travel Service (Hong Kong) Co., Ltd

moneybooker

Moneybookers A/C: chvip@tourdechina.cn
Company Name: CenturyHoliday Int'l Travel Service

www.china-travelmart.com

Contact Information

Century Holiday International Travel Group, China-TravelMart.com B2B Online System

Address
12th Floor, Block B, Pacific Business Building, No. 4028, Jiabin Road, Shenzhen, China

Hotel Reservation Hotline
Call Center: +86 755 8213 8091 (30 Lines)

Hotel Reservation English Service
Tel: +86755 25840706 Fax: +86755 25029219 E-mail: service@travelmart.com.cn

Hong Kong and Macau Hotel Reservation
Tel: +86755 8213 8844 Fax: +86755 8213 5657

Domestic Hotel Reservation
Tel: +86755 8213 8444 Fax: +86755 8213 5660

Overseas Hotel Reservation
Tel: +86755 8213 8852 Fax: +86755 82138134 E-mail: service@travelmart.com.cn
qq: 800018882 HP : 135 0283 5135

Tour Package Product Hotline
Tel: +86755 2219 5043 Fax: +86755 8213 6091 Skype: chitgsz11 qq: 1677707173

Customer Service

Tel: +86 755 8213 5700 / 2584 7283 E-mail: vip@travelmart.com.cn qq: 8000 18882

Feedback

E-mail: gm@travelmart.com.cn

Settlement Center

Tel: +86755 8213 5747 qq: 153 6679 283

Technical Support

Tel: +86755 22195705 Fax: +86755 2502 9219 E-mail: support@travelmart.com.cn
qq: 1466 5350

www.china-travelmart.com